



# High March

## ADMISSIONS POLICY

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This policy applies to the Early Year Foundation Stage, Key Stage 1 and Key Stage 2

### Useful Websites

[www.highmarch.co.uk](http://www.highmarch.co.uk)

[www.education.gov.uk](http://www.education.gov.uk)

[www.isi.net](http://www.isi.net)

# High March

## Admissions Policy

### Aim of the Admission Policy

High March does not academically select pupils for entry to Nursery or Reception. The School accepts pupils into later years who will benefit from the education on offer. The School welcomes pupils from a range of social and cultural backgrounds, regardless of disability, race, religion or belief in line with the Equality Act 2010. The School welcomes applications from pupils with learning or physical disabilities and assesses the needs of such pupils on an individual basis in consultation with parents, academic staff and any other agencies involved.

Entry points to the school.

The main points of entry are:

Nursery – the September after a child is 3 years old

Reception – the September after a child is 4 years old

### How to Apply for a Place

#### Our Prospectus and Website

Parents are welcome to request a prospectus from our Registrar who can be contacted on 01494 685743, [admissions@highmarch.co.uk](mailto:admissions@highmarch.co.uk) or to visit our website to find out more about us. Parents are informed about the aims, ethos and organisation of the school through the prospectus and the website.

#### Visiting the School

Many parents will want to visit High March before deciding to register their child and the Headmistress is always pleased to meet with prospective parents and to arrange for them to have a tour of the School at a mutually convenient time. Appointments are made by the Registrar who can be contacted on 01494 685743 or [admissions@highmarch.co.uk](mailto:admissions@highmarch.co.uk)

Currently, the School also holds Open Mornings each term, where possible. These are held on a School day in the Autumn, Spring and Summer. Following a presentation given by the Headmistress, pairs of Year 6 or Year 5 pupils show visitors around the School.

#### Registration

After visiting the School and meeting with the Headmistress, parents who wish their child to be considered for entry are asked to complete the School's registration form. On receipt of the registration form the Headmistress will consult the form lists and a

place will be offered subject to a place being available and the payment of the registration fee. Should the form lists be full, the child's name will be placed on our waiting list and parents will be contacted should a place become available. Priority on the waiting list is given to siblings.

### **Admission to Nursery**

Children can join High March in the academic year in which they turn four.

The Nursery currently has two parallel classes. Girls automatically move into the Reception class in the September before they become five. It is expected that all the girls will continue the next phase of their education at High March. There is a small number of spaces for boys in Nursery for one year only.

During the Spring Term before entry, pupils are invited to a Drop In session with their parents to start the transition process. During the Summer Term before entry, pupils are invited to attend an Induction Afternoon in School and a meeting is held for parents to learn more about the Nursery.

### **Admission to Reception**

Girls who attended Nursery are divided between two classes and there is an intake of new girls into the Reception year who are likewise distributed between the classes. Places for the Reception intake are offered on a "first come, first served" basis and so early registration is recommended.

In the Spring term before entry, new joiners are invited to a 'Stay and Play' session in the Reception class. This is followed in the Summer Term by an Induction Afternoon, when pupils are invited to attend School and a meeting is held for parents to learn more about Reception.

### **Admission to Years 1 and 2**

Prospective pupils are invited to spend a day with their future cohort to familiarise themselves with the School. There is no formal assessment undertaken, but parents are asked to submit a report from the child's former school and a confidential reference may be sought from the Head Teacher of that school.

### **Admission to Years 3 to 6**

Prospective pupils are invited to spend a day with their future cohort prior to the offer of a place. An assessment in key areas will be made to ensure that the child will be able to benefit from the curriculum and teaching offered at High March. Parents are asked to submit their daughter's most recent school report and disclose any additional learning needs and external assessment reports. A confidential reference will be sought from the Head Teacher of her current school.

## School Regulations

For the most up to date School Regulations and Parent Contract please see the Key Information Booklet which accompanies our prospectus. Copies of both documents are available from the Registrar or on our website.

High March is committed to equality of opportunity for all prospective pupils on admission irrespective of disability and special educational needs. For further information relating to disabled pupils and those who require Learning Support, please refer to the following related policies:

- Equal Opportunities Policies
- Inclusion Policy
- Learning Support Policy
- More Able Policy
- SEND Policy and SENDA Accessibility Plan