



Norfolk House School

ADMISSIONS POLICY

This policy should be read in conjunction with the Equal Opportunities and Special Educational Needs Policies

1. This policy aims to set out the school's admissions policy for prospective families seeking to join the school and enables parents to access all the relevant information via the school's website: www.norfolkhouseschool.co.uk.
2. Parents should note that, if their child is already registered with and/or attends the School's Nursery at 3, Norfolk Road or 28, Harborne Road, progress through to Norfolk House School is subject to a separate application process and parents should telephone the School to enquire about the process for registration in advance.

Entry into the Early Years Classes (Transition and Reception)

3. Entry into Transition in September of any academic year does not require an assessment visit. However, children wanting to enter Transition part way through an academic year will be asked to spend a short time at the school to assess their academic potential and their social development.
4. Children entering into the Reception class will be expected to spend a morning at the school to determine their potential and where possible, are assessed in the areas of mathematics and phonics/reading. The teacher then feeds back to the Headmistress who will make contact with the parents further, as detailed below.
5. Prior to entry, parents are asked to complete a Child Profile questionnaire which provides the school with important background information on the child with regard to the seven areas of learning of the Foundation Stage, split between prime and specific.
6. Parents are invited to an induction meeting immediately prior to their child commencing at the school.

Entry into Main School (Years 1– 6)

7. As stated in the school's prospectus, all children requiring entry to Main School are asked to attend the school for an assessment visit. The length of the visit will vary according to the age of the child.
8. Pupils are assessed in subject areas relevant to their age (e.g. mathematics, English, and reasoning skills). Following the visit, a written report is forwarded to the Headmistress and the candidate's work is discussed with the teacher who carried out the assessment. Feedback is given to the parents either by telephone or in a face to face meeting when the family is invited to have a tour of the school, if not already done so on the day. (Parents have recourse to the school's Complaints and Concerns Policy if they wish to appeal a decision).
9. Places are offered subject to availability and suitability and the School reserves the right to select pupils on the basis of their academic ability. Children may commence at any time of year. The School operates a waiting list and parents are offered updated information on a regular basis by the Admissions Team. Pupils with siblings already at the school take priority in terms of the waiting list as do those who are transferring from Norfolk House Nursery.
10. A reference is sought for all incoming pupils from their current school in relation based upon academic and social skills. The school allocates a pupil to its correct year group in accordance with age and will discuss provision of special educational needs and facilities arrangements with the families on an individual basis.

Sylvia Challinor Scholarships

11. Academic scholarships are available to existing and prospective pupils in the main school (Years 3 to 6) following assessments in English, Mathematics and Verbal / Non-verbal Reasoning.
12. Assessments for existing pupils take place in the final term of Year 2. Assessments for prospective pupils take place at the time of their application for a place at the school.
13. The governing criteria are academic ability and potential. Further details are available on the school's website. Please contact the Admissions Team (info@norfolk-houseschool.co.uk) if you wish to make an application on behalf of your child.

Signed : S. Palmer
Mrs S Palmer (Headmistress)
Signed : J. Challinor
Mr J Challinor (Chair of Directors)
Date : 11.9.18