

Micklefield Admissions Policy



1 Introduction

- 1.1 The Governing Body of Micklefield School applies the regulations on admissions fairly and equally to all those who wish to attend this school.

2 Aims and objectives

- 2.1 We are an inclusive school that welcomes children from all backgrounds and abilities.
- 2.2 All applications will be treated on merit and in a sensitive manner.
- 2.3 The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not.
- 2.4 The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school. The school operates an equal opportunities policy.

3 How parents can apply for their child to be admitted to our school

- 3.1 As Micklefield is an independent school the Governing Body determines the admission arrangements.
- 3.2 The school publishes a prospectus, which gives information about our curriculum and activities. An appointment is arranged with the parents and Headmistress to visit the school. Pupils will be considered as candidates for admission and entry to the school when the registration form has been completed and returned to us and the non returnable registration fee paid. Admission and entry will be subject to the availability of a place and the pupil satisfying the admission requirements at the time. Places are offered in chronological order and based on the date of registration. In due course, when a place is offered, a deposit will be payable when parents accept the offer by completing the acceptance form.
- 3.3 Micklefield accepts boys and girls. Children may join us when they are “rising 3” that is if they become 3 during the term in which they are admitted to Micklefield, or more specifically by 31st December in the case of the Autumn Term, 31st March in the case of the Spring Term and 31st August in the case of the Summer Term. Children are not required to attend all sessions. Reception children have the option of half days until the term after they reach five years of age. Lower School and Upper School children are required, by law, to be in attendance full time.

Classes are limited to eighteen pupils at reception age and above. A pupil may be enrolled to join these classes at any time, subject to availability of a place. Statutory notice at the child's previous school must be given and that school will be notified before the child attends Micklefield.

An admissions register containing each pupil's full name, sex, address of parents/guardians, date of birth, date of admission, details of previous school and date of leaving is kept manually. When this is kept on computer, the admissions register will be printed out annually and copies kept on file.

4 Admission appeals

- 4.1 If we do not offer a child a place at Micklefield, it is because to do so would prejudice the education of other children by allowing the numbers of children in any class to exceed 18.

5 The standard number

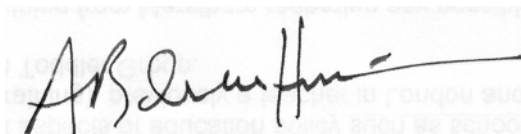
- 5.1 The standard number is the number of children the school can accommodate. The standard number for our school is 324. We keep this number under review and the governors will apply to change the number if circumstances allow.

6 Review

- 6.1 This policy will be reviewed annually by the governing body in the light of any changed circumstances in our school or the local area.

Signed: Lyn Rose

Alex B.de M Hunter

A handwritten signature in black ink, appearing to read 'Alex B. de M. Hunter', written over a faint, mirrored watermark of the same signature.

Date: 1st May 2009

Review Date – May 2010