


# MERTON COURT SCHOOL



## ADMISSIONS POLICY

To be reviewed November 2025 by: Headmaster, Admissions Secretary	
Signed by Headmaster/Proprietor:	
Shared with staff:	16.12.24
Put on Website:	16.12.24

### Applies to:

- the whole school including the Early Years Foundation Stage (EYFS), Breakfast Club, Afterschool Club, Playscheme and all other activities provided by the school, inclusive of those outside of the normal school hours;
- all staff (teaching and support staff), the Proprietors and volunteers working in the school.

### Other relevant documents:

- Equity, Diversity and Inclusion Policy
- Special Educational Needs & Disabilities Policy
- Attendance Policy
- Behaviour Policy
- Admissions Statement
- Keeping Children Safe in Education (Sept 2024)
- Children Missing Education (2016)
- Working Together to Safeguard Children (Dec 2023)
- Statutory Framework for the EYFS (Nov 2024)
- English as an Additional Language Policy (EAL)

### Availability

This policy is made available to parents and staff in the following ways: via the staff shared drive and on request a copy may be obtained from the School Office.

### Monitoring and Review:

This policy will be subject to continuous monitoring, refinement and audit by

the Headmaster/ Proprietor who will undertake an annual review of this policy and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown, or earlier if changes in legislation, regulatory requirements or best practice guidelines so require.

### **Admission Policy for Merton Court School**

The School has an open Admissions Policy. Our standard point of entry is into our Early Years Department. The School offers part time (Early Years only) and full time care for children joining in the term after their third birthday. Children must be toilet trained (clean & dry) in order to join and parents will be asked to collect their children from EY if this is not the case. It is also important, as a co-educational school, that we aim to have a similar one-to-one ratio of boys and girls. The School operates a sibling, past-pupil and staff priority system, with all places from Early Years upwards offered on a 'first come, first served' basis using the School's Registration and Acceptance Form, until the yeargroup is full. Children are not admitted out of yeargroup. No child is refused entry on the grounds of race, ethnicity, gender, religion or sexual orientation.

### **Admissions Procedure**

The admissions procedure for Merton Court School is as follows:

- On receiving an enquiry from a prospective parent an Enquiry Form is completed. A prospectus is posted out and/or a visit to the School either on one of our Open Opportunities or a private tour may be arranged;
- During the initial visit to the school, prospective parents are given the opportunity to speak with key personnel, including the Headmaster;
- Once a completed Registration Form is received (signed by both parents/carers and including the non-refundable Registration Fee), School will acknowledge receipt and if a space is available, forward an Acceptance Form and an invoice for payment of the Acceptance Fee;
- Upon receipt of the signed Acceptance Form, the Acceptance Fee and the child's original birth certificate, a place will be offered (subject to a successful taster session/assessments). At this point, parents/carers and School enter a contractual agreement and we will contact the child's current setting/school (if applicable) for educational and safeguarding records;
- Occasional opportunities for in-year admissions may become available and will be offered to children on our waiting list, subject to our Admissions Procedure;
- If at the time of registration, a place is not available, the child's details will be placed on a waiting list and we will formally confirm this in writing.

Upon acceptance of a place and prior to the child joining school, parents/carers will be sent the following information:

- Welcome Booklet
- Additional Information Booklet
- Uniform Booklet

The following forms will be sent to parents and **MUST** be signed and returned prior to a child joining;

- Terms and Conditions,
- Health & Pastoral Care Plan,
- Admissions Agreements booklet (to be signed by both parents/carers),
- Sessions Form (Early Years only),
- 'All About Me' (Early Years only),
- Nursery Funding Form.

Parents will be asked to provide School with any further information which they feel will enable us to take the best possible care of their children.

For more details, please refer to our *website* or contact the Admissions Team.

### **Assessment Procedure**

Children joining from J2 (Yr 1) upwards will be invited in for a taster day and will sit a series of assessments in Maths and English. Across the EYFS, assessment is based on informal observations of a child during their taster session and dialogue with their parents/carers. This is to ensure that both School and parents/carers are able to make an informed decision as to whether a child will manage in their correct age group and to ensure that Merton Court is the appropriate educational environment for that child.

It is not our policy to accept children into the School who do not expect to stay until their final year S4 (Year 6). This is to achieve full, uninterrupted progress.

Any child who, during the admissions process, appears to have a specific or particular learning difference may be referred for further assessment before a place is offered. For any child already having any identified specific need (or, indeed, a gift or a talent), relevant reports should be shared at the admission stage.

If after joining, where a child is identified with a learning difference (SEND), which in the professional judgement of the Headmaster requires a level of support which the school cannot reasonably be expected to provide, manage or arrange, the school may require parents/carers, after appropriate consultation, to withdraw their child. Fees in lieu of notice will not be chargeable in these circumstances (please refer to our Special Educational Needs & Disability Policy).

### **Special Educational Needs**

The School will treat every application from a child with SEND in a fair and open-minded way. However, School will assess all children for admission on the basis of its standard admissions criteria.

The School endeavours to ensure that it is able to fully support the needs of all prospective children. Parents/Carers of children with SEND are advised to discuss their child's requirements with the School before the application for a place is

considered. At this stage, copies of any relevant documentation (such as medical reports, educational psychologist reports, letters from professionals confirming a diagnosis etc.) should be provided or discussed for School to assess whether it is able to adequately cater for and meet the child's needs, considering any additional support that may be required. An offer of a place may not be made if the School determines, following consultation with parents, that they are unable to meet and provide for a child's needs based on what the School can reasonably offer. The School will always consider its obligations under the Equality Act (2010).

### **English as an Additional Language**

Our school makes provision for children who have English as an Additional Language, (EAL) in the assessment procedure. We do not regard children as having a 'learning difficulty' solely because the 'language or medium of communication of the home is different from the language in which the child is or will be taught' (Education Act 1996, Section 312(1), (2) and (3)). However, children for whom English is an additional language will be provided with appropriate support provided they meet Merton Court School academic criteria. They will be assessed to gauge the support that may be needed in order to ensure equal access to the curriculum along with all other aspects of life at our School. Please refer to our English as an Additional Language Policy (EAL) for further information.

### **Withdrawal/Admission of a child at a non-standard time**

If a child is withdrawn from/admitted to the school, at a non-standard transition time (where a compulsory school-aged child leaves a school before completing the school's final year or joins the school after the beginning of the school's first year) all efforts will be made to identify the school to which the child is being admitted or the school they came from. If these details are unable to be provided/confirmed, the child's details will then be entered onto Bexley's Children Missing or Absent from Education Site. Any confidential educational and Safeguarding records will be sent/obtained separately. If the school are unable to confirm where the child has gone then an urgent referral will be made to the Local Authority Children's Social Care. A child's name will only be removed from the School's Admission Register in accordance with the DfE Education (Pupil Registration) 2016, regulations.

The Headmaster/Proprietor is Dominic Price whose address for correspondence during term-times is Merton Court School, 38 Knoll Road, Sidcup, Kent, DA14 4QU. The telephone number on which the Headmaster/Proprietor may be contacted at all times is 020 8300 2112 and the email address is [d.price@mertoncourtprep.co.uk](mailto:d.price@mertoncourtprep.co.uk)