



Registration and Admissions Policy

PLEASE NOTE:

The Pre-Prep Department is fully included in this policy and all aspects of the following is relevant to the Pre-Prep Department and children of this age (under 5's) in Wrap Around Care.

Contents

General	2
The Structure of the School	2
The Entry Procedure	2
Securing a Place	4
Waiting Lists	4
The Admission Register	4
Equal Treatment	5
Sibling Priority	5
Special Educational Needs and Disabilities	5
Funding for 3 and 4 year olds	5
Bursaries	5
Fluency in English	6
Religious Beliefs	6
School's Contractual Terms and Conditions	6

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and expects all staff and volunteers to share this commitment

General

Greenfield School is a co-educational independent school for pupils from rising 3 to 11 years of age.

Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. The Headmistress requests to meet all children prior to starting. To arrange a visit, please contact our Head of Admissions by calling 01483 772525 or via email: registrar@greenfield.surrey.sch.uk.

The Structure of the School

The Pre-Prep Department	
Owls	Rising 3 years of age
Robins	3-4 years of age
Reception	4-5 years of age

The Lower School	
Year 1	5-6 years of age
Year 2	6-7 years of age

The Upper School	
Year 3	7-8 years of age
Year 4	8-9 years of age
Year 5	9-10 years of age
Year 6	10-11 years of age

The Entry Procedure

The first stage in the admissions process at Greenfield is to register your child. Registration forms can be obtained from the Admissions Office and must be completed, signed and returned along with the registration fee. It is essential to inform the school at the point of registration of the preferred entry date for the child. If a place has not become available by the preferred entry date, it is the parents' responsibility to inform the school if they wish to remain on the waiting list.

Entry at any time after rising 3 is regarded as deferred entry and a place cannot be guaranteed.

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Greenfield School is academically non-selective, however a member of the Senior Leadership team will meet each applicant to ensure their suitability for the school. The school will not offer a place to a child who has not attended a taster day, or Pre-Deposit Assessment for those joining Pre-Prep. Waiting list children may be invited to attend a taster day in the term before their desired entry date. Failure to attend may result in an offer being made to another child who has met the admission criteria.

Before the deposit is called for, a Pre-Deposit Assessment is carried out to ascertain whether Greenfield is the appropriate school for the child. In the event that the decision is taken by the school not to offer a place the registration fee will not be returned.

The School will make a formal offer of a place in writing and simultaneously request payment of the deposit and submission of the signed Contract for Entry Agreement. If the aforementioned are not received before the school by the deadline given in the letter the place may be offered elsewhere.

Entry at Rising 3 Years of Age and Securing a Place in Reception

Most children are registered to enter Greenfield School in the term of their third birthday or the term after. Twenty four provisional full places are offered on receipt of a non-refundable registration fee. There are a small number of additional Pre-Prep places available for those parents who do not wish for their child to continue at Greenfield after reaching statutory school age (at the point of joining Reception).

Securing a place for a child joining the school before statutory school age (age rising 3 to 4) will require payment of a £250 deposit. This deposit is held by the school until the child finishes their final pre-Reception term.

Those parents who also wish to secure a place in Reception Class for their child will be required to pay an additional £500 deposit one year in advance. When the child finishes their final term in pre-school their £250 deposit will be refunded, less any outstanding fees, and the additional £500 deposit will then be held for the duration of the child's time at Greenfield School. The £250 deposit cannot be accepted as payment towards the £500 deposit.

If a parent withdraws their child from Greenfield School after paying the £500 deposit and before the child's final term of Reception, regardless of the notice period given, the school will retain the deposit in full. If a term's notice is received then fees in lieu will not be sought. If less than one term's notice is given, fees for the following term will be required in lieu of notice as per the agreement in the Contract for Entry.

Entry to Reception

The school keeps a waiting list containing the names of registered pupils who are hoping to join Reception Class each year. Places will be offered two terms before pupils are due to start. The number of places available is dependent on the number of pupils already at the school whose parents do not wish to secure a Reception place. Pupils on the waiting list for Reception will be invited to a taster session in January of the year in which they are hoping to join the school. The school will not make a formal offer to a pupil who has not attended a taster session but attendance at a taster session does not guarantee an offer.

If an offer of a place in Reception is made, parents will need to submit the £500 deposit and signed Contract for Entry by the submission deadline in order to secure the place.

Entry to the Lower School

Registered children of statutory school age up to age 7 will be informally assessed in the year group setting at a Taster Day. Following consultation with the parent, a decision will be taken as to the suitability of Greenfield School as a school for the child. Children of statutory school age may enter at any point in the school year after a place is offered and the place has become available.

Entry to the Upper School

Children in the Upper School are preparing for entrance exams to senior schools and it is therefore of utmost importance that new pupils are able to uphold the level of work being completed by the class as a whole. As a non-academically selective school, the parameters for entry in Years 3 and above will differ each year and each prospective pupil will be considered as to their suitability to join the dynamics of the current class.

Securing a Place

Confirmation of places follows the receipt of the Entry Deposit and signed Contract for Entry Agreement, which is requested two terms prior to the term of entry when joining at rising 3. A contract outlining terms and conditions will be sent to the parents with the request for the deposit. Both parents are required to sign the contract. If this is not possible, the school must be informed of the reason. The deposit is retained by Greenfield until the child leaves the school. Should the place ultimately be rejected, fees will not be returned. Any court orders, including adoption certificates, school reports and Educational Psychologist reports should be made available to the Admissions Office when paying the deposit. Failure to do so is in breach of contract.

All paperwork must be returned by the deadline date stated in the offer letter from the Headmistress. Failure to do so may result in the offer being withdrawn. The school is not obligated to remind parents to submit paperwork.

Waiting Lists

When a child is registered to join a year group that is full, or if they are registered for entry in a future year group, the child's name is placed on a waiting list. If a place arises for entry at the desired time, assuming all the admissions criteria have previously been met, a place will be offered. If the entry date specified on the registration form passes without a place being offered, the child's name is automatically removed from the waiting list. Parents wishing to keep their child on the waiting list for entry in the future must renegotiate with the Admissions Office.

It is the responsibility of the parent or guardian who registers the child to keep the school informed of any changes to contact information. Attempts to contact families will be made usually via email or telephone in the first instance. Where an email address is provided on the registration form, it is accepted that this is the primary form of communication for written correspondence. In circumstances where the school is unable to make contact via email or telephone a formal letter may be sent. Failure to make contact with a family will result in the child's name being removed from the waiting list.

The Admission Register

Registration information is recorded in in electronic format and backed-up every month for inspection purposes.

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Equal Treatment

Our aim is to encourage applications from candidates with a diverse range of backgrounds. This enriches our community and is vital in preparing our pupils for today's world. Bursaries are offered in order to make it possible for as many as possible who meet the school's admission criteria to attend the school.

Greenfield School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background. Our provision for bursaries is described below.

Sibling Priority

We offer sibling priority wherever possible, providing that all the usual admissions criteria and assessments have been met and the Headmistress is satisfied that the sibling is well suited to Greenfield School.

Special Educational Needs and Disabilities

We do not discriminate in any way regarding entry; however, parents must declare any medical or educational history that may be relevant and failure to do so will be in breach of contract. We welcome pupils with special educational needs, providing that our Learning Enrichment Department can offer them the support that they require and that the Headmistress believes that Greenfield is the best environment for the child. This will be ascertained following the school's assessment procedures, stated above. The limitations of the school buildings make Greenfield unsuitable for wheelchair users.

If, at any time, it becomes apparent that the child's needs are greater than first thought, or beyond the capabilities of the school, or causing a detrimental effect on other children, the Headmistress reserves the right to ask the parent to find a more suitable school.

Funding for 3 and 4 year olds

All eligible pupils can claim the full 15 hours of funding at Greenfield School. Compulsory hours/sessions at Greenfield are greater than 15 hours in duration and the additional hours must be paid for by the parent. The school's hourly rate does not match the hourly rate provided by Surrey County Council.

A small number of +15 hours places are available to those families using our wrap around care services. Parents are advised that they should not commit to a place at Greenfield School if they are unable to meet the fees without the +15 hours funding. +15 hours places are offered on a first come first served basis with limitations per year group.

Bursaries

A limited number of means tested awards are available. Bursaries are means-tested in accordance with the criteria published on the school's website. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need but can extend to full fee remission in cases of proven need. All bursary applications are subject to approval by the Board of Governors.

Bursaries are offered for a limited period. The family is required to provide up to date information about its circumstances for every year that their child attends the school. Levels of support may vary with fluctuations in income. Bursaries are only offered to families who are resident in the UK.

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Our Bursary Policy can be viewed on our website, or can be obtained from the Bursar.

Fluency in English

Most pupils are fluent English speakers, which enables them to cope with the academic and social demands of Greenfield School. However, some assistance is given to pupils for whom English is not their first language. These children quickly establish an enjoyment for learning. This is equally apparent with children who join us from abroad and who may, on occasion, have a limited understanding of the English language.

Religious Beliefs

We do not select for entry on the basis of religious belief and all religions are welcomed and celebrated.

School's Contractual Terms and Conditions

Copies are on the School's website and will be made available to parents as part of the admissions process.

Reviewed July 2018

Signed



Chair

Chairman of the Board of Governors

Next review July 2020