

MOON HALL SCHOOL

Admissions and Children's Records Policy and Procedure

Prior to the child's attendance at the school the parents or carers must complete and sign the:

1. *Registration Form*
2. *Acceptance Form*
3. *Parent-School Contract Standard Terms and Conditions.*

This provides school with the following information, and informs the parents of the basic standards of behaviour and the attitude towards teaching and learning that the school expects and demands.

- Name, home address and date of birth of each child
- Starting date
- Name, address and telephone numbers of parents or guardians
- Emergency telephone numbers of parents or guardians
- Special Diets
- Arrangements for collection for younger children or those with special needs that makes collection by an adult essential
- Name, address and telephone number of the child's doctor
- Illness and inoculation details
- Details of any allergies
- Parental consent on emergency procedures

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

The admission procedure for the School is as follows:

- 1) On receiving a contact from a person considering placing a child here, the person's and child's names, child's gender and age, address, telephone numbers, other contact information and proposed date of entry is recorded. Whether a child has been assessed dyslexic by an independent educational psychologist is determined, and parents are asked to forward the report and any other assessments done: for example, speech and language therapist's report. A prospectus and any other information requested is forwarded to the parents.
- 2) If the parents subsequently are interested in a place, a visit is arranged so that they meet the Head.
- 3) On visiting the School, the visiting adults, not accompanied by the prospective pupil, should be taken around the school and be given comprehensive information. The Head Teacher will meet them to discuss their child and the assessments.

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- 4) At this time if the registration form has not been completed already, and the parents wish the child to be considered for a place it must be completed at the end of the visit. Information is to be given on second-hand uniform shop opening times.
- 5) The child's existing school may be contacted for a report and also to inform them that the parents are considering removing the child.
- 6) The child will be invited for an individual or group assessment to be carried out by the Senco to determine the class or group the pupil is suitable for. Ideally, the child will spend the day in school. If behavioural difficulties are suspected, the pupil may be asked to spend a further day at Moon Hall to ensure that his/her behaviour would not interfere with the learning of others.
- 7) Before the decision to admit a child is confirmed by the School the parents/guardians are required to complete the "Acceptance Form" and sign the "Parent-School Contract – Standard Terms and Conditions."
- 8) When a child has enrolled, the parents/guardians names should be added to the list to receive information on the school and invitation to events, along with parents already enrolled.
- 9) It is occasionally necessary to protect the rights of others to admit a pupil on a trial basis only. This occurs where the school remains uncertain of the pupil's prospective behaviour.
- 10) A place will be offered based on availability and in accordance with the *Code of Practice for Schools, Disability Discrimination Act 1995 Part 4*.

For more details please see the *Prospectus, website* and the following:- *Registration form, Acceptance form and Parent-School Contract - Standard Terms and Conditions – all available in our joining pack.*

Signed: P.M. Lore

Last reviewed: August 2010

To be reviewed by Head Teacher annually