

HEMDEAN HOUSE SCHOOL



ADMISSIONS POLICY

REVIEWED BY: Nigel Balchin
REVIEW DATE: July 2017
APPROVED BY: Stephen Hodgson, Chair of Governors
SIGNED:
DATE APPROVED: September 2017
NEXT REVIEW: July 2018

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ADMISSIONS POLICY

1. POLICY STATEMENT

Hemdean House School welcomes new parents to the school to arrange an appointment with Mr Balchin, the Head Teacher at a mutually convenient time and to have a guided tour of Hemdean House School with our pupils. Open days are also advertised locally and provide another opportunity to visit the school.

If new parents would like to register a child at Hemdean House School we ask that the Registration Form is completed and returned to the school, indicating when the parents would like their son or daughter to join Hemdean House School. Upon receipt of the completed Registration Form, £50 Registration Fee and a copy of the child's birth certificate, a letter will be sent from the school confirming that the child is on Hemdean House School's entry list.

New parents will then be contacted directly, inviting their child to spend an introductory day with his or her peer group. This visit will take place during the term prior to the proposed entry date.

A firm offer of a place is usually made after the child's day visit to the school. Along with the offer document an Acceptance Agreement, Terms and Conditions for Admission and the School Rules will be issued.

On receipt of the completed Acceptance Agreement form and £300 deposit, further information will be sent. The deposit will be returned when the pupil completes his / her full education at the school at the end of Year 6, on condition that all books and school property are returned and all financial obligations have been met. In the event that the pupil's education is prematurely terminated at Hemdean House School the deposit will not be refunded.

In association with the Governing Body, the Head Teacher will manage the health and safety functions of the school to prevent, as far as is reasonably practicable, injuries to any person as a result of the operations of the school. This will be achieved by provision of safe premises and equipment, together with effective management of the schools activities. Applying the principles of risk management the Head Teacher will ensure that any necessary risk control measures are introduced and maintained.

So far as it is reasonable, the Head Teacher will ensure that staff designated with health and safety responsibilities are competent to achieve the aims prescribed by the authority.

It is equally the duty of all school staff (paid or voluntary) to co-operate with the Head Teacher and Governing Body to ensure the safety of themselves, fellow staff, pupils and other persons, liable to be affected by their activities at work and adhere to the operational procedures prescribed for the school.