



Admissions Policy

Updated By: Amanda Lees	Approved By: C Johnson	Date: Dec 2021
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1. Introduction

The Shrubbery School is a co-educational independent school for children from three to eleven years of age. We are a family orientated school where academic standards are high and values are strongly promoted.

Admission to The Shrubbery School is not selective and we cater for a range of abilities.

2. Entry points

Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. Visiting the School to meet with our Headteacher is the first stage of our admissions process.

Entry into Nursery

Children are able to join our Nursery at any point after their third birthday. If parents wish to access the LEA Early Education Funding the children should join in the term after their third birthdays.

Following the initial meeting and viewing of the school with the Head teacher, parents are invited to bring their child in for an initial play session. Following this, admission forms will be given and should be completed and returned by parents.

Entry into Reception

Following the parents' initial tour of the school and meeting with the Headteacher, children applying for Reception places are asked to come into school for a visit. If they are still of Nursery age on application this will be a one hour visit with the appropriate age group. If they are of Reception Class age already, they will be asked to spend a morning with their prospective class.

Admission forms will be given to parents at a meeting directly after this visit provided that the school and parents feel a Shrubbery education will be beneficial.

Applicants for admission into our Reception class are asked for a deposit of £500 which is taken off the first term's fees on admission. This procedure applies to new pupils and existing children moving up from our Early Years. If children do not take up a place this deposit is non-refundable.

Entry into Y1-Y6

Children joining us from other schools into Years 1-6 will all be asked to spend a morning with their prospective class for an informal assessment. This takes the form of being involved in a normal morning's lessons and playtime so that we can have a snapshot of academic and social behaviour. If the session is successful for the child and the school, then admission forms will be offered to parents at a meeting at the end of the morning.

Applicants for admission into Y1 to Y6 classes are asked for a deposit of £500 which is taken off the first term's fees on admission. If children do not take up a place this deposit is nonrefundable.

For all new admissions

Children from Y1- Y6 should attend their informal assessment mornings wearing their present school uniforms and bring a drink and snack for morning break. In the term before the child starts a new academic school year, a group 'Meet the Teacher' evening meeting is held for new parents and all new children are invited in to join us for another session to meet their teachers during the school day. Nursery and Reception children will come in for one hour and Y1-Y6 children will join us for a morning. The child's previous school or nursery will be contacted for records to ensure a continuity of education.

We cannot accept a child if outstanding fees are due at a previous setting. We will notify any other Independent School that our pupils may move to, if fees are still owing to us when the child leaves.

A child's birth certificate and proof of address must be shown when admission forms are returned to establish true identity. Without this formal proof of identity a place cannot be reserved.

Deferred entry

Deferred entry must be agreed by the Headteacher (reserving a place in Years 1-6 for one or more terms in advance) a deposit of £500 is required which is taken off the first term's fees on admission. If children do not take up a place this deposit is non-refundable. Two signatures are required on all admission forms and upon the child having been accepted for admission, a legally binding contract will have been made between the school and the signatories. A full term's notice must be given in writing if a child is to leave the school or a term's fees paid in lieu of notice. Please refer to The Shrubbery School's 'Terms and Conditions'. (See Appendix A).

3. Equality

Our aim is to encourage applications from candidates from a diverse a range of backgrounds. This enriches our community and is vital in preparing our pupils for today's world. The Shrubbery School is committed to equal treatment for all, in line with the Equality Act of 2010, regardless of gender, race, ethnicity, religion, sexual orientation or social background and this commitment is carried through in our curriculum provision, our planning and our pastoral care.

4. Special Needs

We welcome pupils with special educational needs, providing that our learning support department can offer them the support that they require. We ask that parents are open and direct and inform us of any concerns.

We welcome pupils with physical disabilities provided that our site can cope with their needs. However, we advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with The Shrubbery School before he or she enters the admissions process so that we can make adequate provision for him/her.

Parents should provide copies of any reports they have received for their child's specific needs if these have been investigated. We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she becomes a pupil at the school.

5. Sibling Policy

Most siblings join us at The Shrubbery School. However, admission is not automatic, and there may be occasions where we advise that a sibling is likely to thrive better in a different academic environment. Additionally, siblings may have to join a waiting list if they are not registered in good time or for example if part time places are required in Nursery.

6. Fluency in English

In order to cope with the academic and social demands of The Shrubbery School, pupils should normally be fluent English speakers. Whilst the school will make reasonable adjustments to the delivery of its curriculum, tuition in English as an Additional Language (EAL) must be arranged outside school at the parents' expense.

7. Religious Beliefs

We do not select for admission on the basis of any religious belief. School assemblies cover a wide range of topics including reference to world religions, current affairs, wonders of the world, moral stories, etc. They often contain songs and a thoughtful, contemplative prayer or a reflection and time for thought.

Our RE scheme in school is reflective of modern-day Britain and we look at all faiths from a non-didactic view point to understand why ceremonies and festivals take place. We celebrate Christmas each year through productions, concerts and carol services which portray the Christmas story.

Assemblies often look at festivals from a number of faiths and we are proud of our happy multi-cultural school. We are able to offer a vegetarian diet but not a specifically religious one, such as Halal or Kosher.

8. Complaints

We hope that you and your child do not have any complaints about our admissions process; but copies of the School's complaints procedure can be sent to you on request. Any issues over Admissions please refer to the School Office.

We hope that your child's time with us is happy and rewarding.