



MOORFIELD  
SCHOOL

# ADMISSIONS POLICY and PROCEDURE

This policy is also applicable to the EYFS



# ADMISSIONS POLICY AND PROCEDURE

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1. If you have had a recommendation about Moorfield, we hope you will look at our website as it gives a flavour of what we can offer your child.
2. Please telephone or email the School if you would like to be sent a prospectus, which will be posted to you.
3. EVERY DAY IS OPEN DAY at Moorfield. The best way to see the inner life of our school is to pay a visit on a normal working day. Please telephone or email the school office to arrange a visit.
4. A visit includes a meeting with the Head and a tour of the School, which will enable you to see the children at work, meet teachers and view the facilities.
5. You will be given an information pack which will include:
  - a) Moorfield's Core Aims and Values
  - b) A Registration and Acceptance Form
  - c) Details of school fees
  - d) Copies of recent editions of The Moorfield Times
6. The school will not discriminate against anyone on grounds of their racial or ethnic origin, culture, health conditions, circumstances relating to home life, gender, sexual orientation, religious beliefs or, where practicable, disabilities. (*see Equal Opportunities Policy Learning Support Policy and Accessibility Policy*)
7. The School has a bursary policy available to candidates who qualify as a result of mean-tested financial assessment. Full details can be found in the *Bursary Policy*.
8. Once you have decided to send your child to Moorfield, if his/her starting date is imminent please submit the Registration and Acceptance Form together with the non-refundable deposit of £30 and the returnable deposit of £150.
9. However, if you wish to reserve a place for your child well in advance of his/her starting date at the school, you are able to fill in a Registration Form requiring you only to pay the £30 non-refundable deposit at this stage. The acceptance deposit can be paid shortly before your child starts.
10. The Parent Handbook would then be issued – an A-Z of what you will need to know as a Moorfield parent.
11. It is generally expected that new pupils in the main school will start at Moorfield at the start of a new term. However, on occasions when pupils have started mid-term they have slipped into Moorfield way of doing things quickly and easily.
12. Nursery children can start at any time during the year and have a staggered entry to minimise separation anxiety. On the first day the child would come to school with a parent/carer, who would stay for the duration of the hour's visit. On the following visit, the child would be left for a while on their own. On the third day, the child would come to school in the same way as his peers and would be settled enough to wave Mummy or Daddy goodbye from the safety of the Nursery.

Drafted by:

The Head

Date:

July 2011

Approved by Governors

September 2011, 2016

Reviewed by SMT:

October 2013, 2015, 2016

This policy will be reviewed:

October 2018

