



**Policy Name: Admissions**

### **General Statement**

*All school policies are available for parents and prospective parents by contacting St Crispin's School Office on 0116 2707648 or by emailing: [enquiries@stcrispins.co.uk](mailto:enquiries@stcrispins.co.uk)*

*These policies are adapted to cover the whole school from 2-16 and therefore this policy applies to the whole school, including the EYFS. It should be read by parents/staff alongside all the school policies, the School Welcome Pack and the Admission Form and for staff additional information can be found in the St. Crispin's Staff Handbook and their Terms and Conditions of Employment.*

*St Crispin's School is committed to safeguarding and promoting the welfare of pupils and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.*

*The parents of the children attending St Crispin's School should be aware that the school has a duty to safeguard and promote the welfare of children who are their pupils. This responsibility necessitates a Safeguarding Policy and School may need to share information and work in partnership with other agencies when there are concerns about a child's welfare.*

### **Policy statement**

It is our intention to make St Crispin's School accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the Nursery/School through open, fair and clearly communicated procedures.

### **Procedures**

- We ensure that the existence of our School is widely advertised in places accessible to all sections of the community.
- We ensure that information about St Crispin's School is accessible, using simple plain English, in written and spoken form
- We arrange our waiting list in a first come first served order with priority given to those with siblings already in School. In addition, our policy may take into account the capacity of the School to meet the individual needs of the child.
- We keep a full time place vacant, if this is financially viable, to accommodate an emergency admission.
- St Crispin's School and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.
- St Crispin's School and its practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.
- St Crispin's School support children and/or parents with disabilities to take full part in all activities within our School.
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- St Crispin's School monitors the needs and background of children joining our School on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.
- St Crispin's School shares and widely promotes Valuing Diversity and Promoting Equality Policy.
- St Crispin's School aims to be flexible about attendance patterns to accommodate the needs of individual children and families within the Nursery providing these do not disrupt the pattern of continuity in the Nursery/School that provides stability for all the children.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

### **Admissions Procedure.**

An appointment will be made with either the Headmaster or one of the School Directors. This is to:

- Check school reports and academic records.
  - For both parties to meet and discuss the needs and requirements of both the parents/guardian and pupils and to see if the School will be able to meet these expectations.
  - To assess any specialist educational needs on behalf of the pupil and to see if the School will be able to support these needs.
  - To assess if the pupil will fit into the environment of a small school setting.
  - To show the parents/guardians and pupils the School's setting, to ensure that all expectations are met.

If all parties are happy, the next stage will be for the parents/guardians to complete the School's Application Form and return this with the outlined deposit of either £125.00 for the Nursery or £250.00 for the main school.

### **ID**

For all admissions to the whole school (including the EYFS) we will require a copy of the child's Birth Certificate, Passport or Biometric Residents Permit.

Once the School has received the completed Application Form, this data will then be added to the School's data base and a Welcome Pack confirming start dates, form tutors and all other relevant information that may be required.

The School withholds the right to refuse admission if the School feels that the needs of the child or parents cannot be met within the School, or if there are any other factors that the School may take into account, based on previous school reports or previous behaviour, which they feel may put other pupils currently enrolled at risk.

### **Nursery Admission: Additional Information.**

For places to our nursery, they will follow the process outlined above.

Parents will have to additionally complete a Parental Declaration to confirm their consent in the hours that they are attending are correct, and that they understand how the 15 and 30 hour funding is delivered for 3 to 4 year olds.

Parents will also have to sign, as part of our Application Form to confirm that they understand that their data may be shared and if their child is currently attending another nursery/receiving funding at another nursery place.

### **EYFS Funding Information**

All children between the ages of 3 and 4 are eligible for 15 hours of Universal Funding provided by the government.

Each child will be eligible for the funding in the term after their 3<sup>rd</sup> Birthday and this funding will end once a child enters full time education in the Reception/Foundation 2 year.

### **When will the funding start for my 3 Year Old?**

3 Year-olds will be able to start a funded nursery place in the September, January or April following their third birthday. Children can attend nursery before this date, but this is when the funding will be applied.

Childs birthday	When you can claim	
• 1 <sup>st</sup> Sept – 31 <sup>st</sup> Dec	The beginning of term on or after 1 <sup>st</sup> Jan	Autumn Born
• 1 <sup>st</sup> Jan – 31 <sup>st</sup> March	The beginning of term on or after 1 <sup>st</sup> April	Spring Born
• 1 <sup>st</sup> April – 31 <sup>st</sup> August	The beginning of term on or after 1 <sup>st</sup> September	Summer Born

### **Do I have to do anything to claim these hours?**

You do not need to do anything to claim the Universal 15 funded hours.

### **30 Hour Funding:**

We do support the 30 hour funding within St. Crispin's Nursery.

You will need to go onto the webstie below and check your eligibility. If you are eligible for the extra 15 hours of funding you will need to register. Once you have registered you will be issued with a 11 digit number. You will need to give this number as soon as possible to the main office at St.Crispin's School to claim your hours. Your eligability will be checked by HMRC periodically.

<https://childcare-support.tax.service.gov.uk/>

<https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds> **What about my 2 Year Old?**

Currently St. Crispin's only provides funding for 3-4 year olds. This may change in the future and we will keep you updated with any developments.

### **What are the extra costs?**

If your child will attend over 15 hours and you are not elibalge for the extended funding, you will be charged at an hourly rate over the 15 hours.

If your child will attend over 30 hours, you will be charged at the current hourly rate.

If you have any other questions, please see the government site for more information or speak to one of our highly trained nursery staff.

## **Key and links to reference documents for FEEE Funding & EYFS**

### **Provider Agreement**

Leicester City Council - Provider Agreement Terms and Conditions for the provision of Funded Early Education Entitlement places - Autumn 2018

<https://families.leicester.gov.uk/childcare-professionals/funded-early-education-administration/provider-agreement/>

### **Annex A Annex A - Provider information and declaration**

Is the ONLINE form that all providers must complete and submit to sign-up to the Leicester City Council's Provider Agreement.

### **Statutory Guidance**

Early education and childcare - Statutory guidance for local authorities - June 2018

<https://www.gov.uk/government/publications/early-education-and-childcare-2-Model>

### **Agreement**

Model Agreement - Early years provision free of charge and free childcare - June 2018

<https://www.gov.uk/government/publications/free-early-years-provision-and-childcare-model-agreement>

### **Operational Guidance**

Early years entitlements: Operational Guidance - For local authorities and providers - June 2018

<https://www.gov.uk/government/publications/30-hours-free-childcare-la-and-early-years-provider-guide>

## **Reference Documents Extract from reference document or applicable**

### **paragraph number Annex A**

Top up fees for the funded hours and registration/ administration fees for children who attend for the funded hours only must not be charged.

### **Provider Agreement**

Paragraphs: 1.14; 1.16; 2.4; 2.16; 2.17; 2.23; 2.28; 2.32; 2.34

Paragraphs under 'Charging': 3.22 to 3.34

### **Statutory Guidance**

Paragraphs under 'Charging': A1.25 to A1.33

### **Model Agreement**

Paragraphs: 2.9; 2.11; 2.15; 2.25; 2.26; 2.35; 2.37

Paragraphs under 'Charging': 2.47 to 2.54

### **Operational Guidance**

Paragraphs under 'Charging' including sub-paragraph 'Access to free places'.

## **Tier 4 (Student Visa) Overseas Admissions.**

St. Crispin's School holds its Sponsor Licence, which allows the school to provide Sponsorship for a Tier 4 Student Visa, which allows overseas students to come and study within the UK at St. Crispin's School. St. Crispin's School holds the Licence to provide a CAS number, which is used on a Tier 4 Visa application to support the child's application.

A child will require a visa to study in the UK, if their nationality is currently outside the EU or Switzerland. If a child does not come into the country on their parent's visa as a Dependant, they may require their own visa to study within the UK. This visa is called Tier 4 (Student) Visa.

A decision to sponsor a child is not undertaken lightly and by doing so, St. Crispin's School legally commits to sponsor the child while studying within the school, to ensure that the child is safe and is under threat of child exploitation or child trafficking. The School does this by checking UK addresses, obtaining all legal paperwork on both the child and their guardians/parents and their address within the UK. The School also works closely with the parents/guardians to ensure that no fraudulent behaviour in relation manipulation of the law in regards to entry into the UK and that the School is satisfied that the child is in no danger of child exploitation or child trafficking. If any unusual behaviour is flagged this is dealt with in regard to the School's Safeguarding Policy.

### **The Admission Process for Overseas Students:**

To make an appointment with either the Schools Headmaster or Company Director. The School understand that this may be difficult if the child and parents are currently living outside the UK, but in some cases Skype can be used, along with other mediums, such as Facetime.

If this is not possible, the usual communication method is via email.

When contact is made in regard to overseas admissions, the School would request a copy of the latest school reports, the work the child is currently studying and the curriculum, along with any additional educational or other needs to ensure that we can match the current education and support the child in relation to their needs.

If the School feels that based on the school reports and the current curriculum and any other reports that have been provided, that it can support the child, the School would then request a completed Application Form and passports of both the child and the parents. On the Application Form, a local address must also be provided, so this can be verified by the school as a legitimate address, registered to the contact names stated on the Application Form. Once all checks have been completed and the School are still happy that they can support the application, the School will send over to the applicants the invoice for the first terms school fees for the child.

The School requires school fees to be paid in advance, as part of the application to generate a CAS number, is to provide proof of payment of school fees, as all pupils entering the UK on a Tier 4 visa are not permitted access to public funds, and therefore proof must be provided of payment to UK Border and Immigration Agency before any visa is granted.

All visa's are subject to approval by the UK Border and Immigration Agency, and not subject to St. Crispin's School and have their own requirements before approving a visa for the UK. The CAS number that is provided by St. Crispin's School, is for applicant to show that they have been granted a school to attend and have secured a Sponsor for the child while within the UK.

Once St. Crispin's School receive the funds for the school fees paid in advance, the School will then produce a CAS number by accessing the UK Border and Immigration system and providing them with all the details provided by the applicant. This includes, passport numbers, dates of birth, place of birth, addresses within the UK and all the relevant information that has been provided on the School's Application Form. The UK Border and Immigration Agency will then make a decision on whether the information provided meets all the checks they hold in place. If the information passes the checks that have been undertaken a CAS number will be sent to St. Crispin's School. This may take up to 7 days.

Once St. Crispin's School has received this CAS number, this will be passed on to the applicant, along with a Confirmation of Study Letter to support the visa application along with a Welcome Pack for St. Crispin's School.

Once the application has received their visa, they may begin to study at St. Crispin's School. A copy of their visa in their passport must be taken on the first day of attendance and a copy of the Biometric Visa must be taken when this is received. This normally arrives within 3 weeks of the Tier 4 visa being approved.

If the visa is not approved, there is no refund of the school fees paid.

If the visa is revoked or the School reason to suspect misleading actions in regard to child's reason for being within the UK or has reason to suspect fraudulent behaviour or behaviour which brings into question the safeguarding of the child, the child may be removed off the school role and reported to the UK Border and Immigration Agency or the local PREVENT organisation.

St. Crispin's School is bound by the rules and regulations of the UK Border and Immigration Agency in regards to its limitations and admissions.

This School Policy was adopted by St. Crispin's School Limited on: 04.01.13

To be updated:

Annually

Reviewed/Updated:

01/11/13

01/02/15

05/10/16

25/01/16

25/01/17

26/02/18

21/02/19

Signed on behalf of the Provider:



Mr. A. Atkin (Headmaster).