



## THE MULBERRY HOUSE SCHOOL

*All Mulberry House School Policies are always to be read and considered in conjunction with the Equal Opportunities, UN Convention on the Rights of the Child, Safeguarding Policy, Data Protection Policy, Behaviour Policy, Anti-bullying Policy, Race Equality and Inclusion Policies*

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## ADMISSIONS POLICY

This policy applies to all sections of the school including the Early Years Foundation Stage (ages 2-4 years old) and the Preps classes (ages 4-7 years old).

The Mulberry House School is an inclusive school that welcomes children from all backgrounds and abilities.

The School does not discriminate on the basis of a child's ability level or the existence of special needs, provided that the Headteacher considers that the school is able to meet a child's educational needs.

The School is committed to equal treatment for all, regardless of an individual's disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation and (in relation to staff, parents/guardians and other adults) age (Together, these are "Protected Characteristics").

To be considered for a place at the school an application form must be submitted following the attendance of an open evening. Parents are asked to go to the schools website at [www.mulberryhouseschool.com](http://www.mulberryhouseschool.com) and follow the registration process under the admissions tab.

Places are only offered for 5 sessions per week: morning, afternoon or full time in the Nursey and core day or full time in the Preps classes. The minimum session time for the Nursery is for 20 hours. Bookings cannot be combined. The school day runs from 8:00am – 5:45pm Monday to Friday.

Sessions operate as follows:

Morning sessions: 8.00am – 12.00pm

Afternoon sessions: 1.45pm – 5.45pm

Full time: 8.00am – 5.45pm

Core day: 8.45am – 3.15pm

The school closes at 5.45pm.



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We are a non-selective school, however, when deciding which child can be offered a place at the school the following are taken into consideration:

- ◆ Availability of spaces (taking into account the staff/child ratios, the age of the child and the registration requirements).
- ◆ When the application is received (preference is given to those who have been waiting the longest).
- ◆ Extenuating circumstances affecting the child's welfare or his/her family.
- ◆ Whether a sibling is attending the school.
- ◆ Current pupils will have priority when changing their booking.

As an independent school the Headteacher reserves the right not to admit any child they feel would not benefit from the school environment. Parents have no right of appeal against non-admission. Children will not be able to start school unless all of their paperwork is completed and returned.

The school maintains a waiting list. Parents can contact the school office for up to date information or the future possibility of a place being offered. The school reserves the right not to reveal the position on the waiting list and does not share this information.

Occasional places can be offered at non-typical entry points (i.e., At times other than when a child has just turned 2 years old or at 4+). These positions can arise from students withdrawing from the school. Once we have availability, we can consider the waiting list. Priority is given to those who joined the waiting list earlier, as well as current students, those with siblings who attended the school as well as extenuating circumstances.

Occasional places do also become available at 4+ entry into our Prep classes, in these instances, families will be invited in for a 'school in action' morning where they will meet with the senior leadership team, have a tour of the school and your child will spend some time in the classroom meeting with the pupils and class teachers. We are non-selective and the morning is for you to find out more about the school and for us to find out more about your child. Registration to join our Prep classes takes place in the January before entry in that September and registrations can be made at any time. The admissions team will add you to the 4+ waiting list and contact you at the appropriate time. Please note, that pupils in our nursery classes have automatic entry into our Prep classes.

All offers are made in accordance with the school's terms and conditions. They are made available to parents as part of the admissions process or upon request.

The exit points of the school are 4+ and 7+. Children admitted to the school are expected to remain at the school for the duration of their booking, unless there are exceptional circumstances. The school reserves the right to terminate the place, with one full term's written notice. This will be noted in your child's offer letter, when we send a copy of the terms and conditions.



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Once a place has been offered a deposit must be paid and an acceptance form returned in order to secure the place. In the event that the place is not taken up, the deposit is non-refundable unless one full terms notice is given, and the school fills the specific vacancy created by your child's withdrawal. All conditions for the return or retention of deposits are laid out within our Terms and Conditions.

It is a legal requirement for the school to record children on the school's Admissions Register. The school are required to list any settings previously attended and will request a report from them. The school will also list destination schools and will make contact with them to confirm the pupil has started.

### **Local Authority Funding**

The school does not participate in the Local Authority Early Years Funding scheme, which offers 15 – 30 hours' free childcare support.

The Mulberry House School offers a structured curriculum and timetable to ensure we provide a quality educational experience for both our pupils and parents. As the above scheme would impede the quality of education offered, The Mulberry House School has decided not to participate.



**THE MULBERRY HOUSE  
SCHOOL**

**Reviewed and Signed by:**

**Name:** Cari Binet-Fauvel, Director

**Signature:**

**Date:**

**Name:** Duncan Binet-Fauvel, Director

**Signature:**

**Date:**

**Headteacher:** Victoria Playford

**Signature:**

**Date:**