



Admissions Policy

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1. Procedures
2. New pupils
3. Form placement

Version 1.0

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1. Admissions procedures

Manor House is not an academically selective school. Admission to the Nursery is made through the Head of Nursery. Admission to the School is by interview with the Headmaster. Parents should initially contact the school and arrange for an appointment to view the nursery and/or school and speak informally with either the Headmaster or Head of Nursery.

There are no entry requirements for admission to the nursery.

Prior to admission to the school, all children are assessed either formally or informally to ensure that their learning, developmental and social requirements can be met by the School. The School reserves the right to refuse admission if there is reason to believe that it may not be able to meet a child's needs appropriately or if a child has displayed particularly disruptive behaviour in a previous educational or social setting.

If parents decide to proceed they will be asked to complete an application form. Upon acceptance of their application they will be asked to pay a registration fee and to complete further documentation including a medical form.

It is very important that throughout a child's attendance at the school parents ensure the office is informed of changes in details held there, especially changes of address, telephone numbers including mobile numbers and all matters of medical significance.

Shortly before a pupil is due to start at the school or nursery a "Welcome letter" will be issued containing details of his/her first day, equipment needed, uniform, etc.

2. New pupils

New children in the nursery are always monitored very closely by the Head of Nursery prior to the allocation of the child's Key Worker (which usually takes place within the first month).

We understand that beginning at a new school can be daunting. We ensure that new pupils settle in as quickly as possible, become accustomed to their surroundings and feel an integral part of the school. Form teachers will monitor all new pupils closely and their expertise and watchful eyes should ensure a happy start and confident progression.

When a child enters the school at a later stage, one or two pupils will be assigned as "first friends" to guide him/her step-by-step through the daily routine.

3. Form Placement

Children from Reception to Form 6 are usually placed in the forms which relate to their chronological age as teachers differentiate work to suit the range of abilities within any class. However, in exceptional circumstances, children may enter a form that is below their chronological age (e.g. if there are good academic or developmental reasons). This will be done in consultation with parents and, where practicable, the child.