

Eridge House

ADMISSIONS POLICY

It is our intention to make Eridge House genuinely accessible to all children and families from the local community, in accordance with our Equal Opportunities Policy. Admission to the school is on a first come, first served basis, with priority given to siblings. We have non-selective admissions.

Aim

Our aim is to provide a well rounded education to all children with a balance of boys and girls. We are a non-selective school.

Entry

Pupils may enter our Transition class in the September following their third birthday. Pupils may also enter our Reception classes in the September following their fourth birthday. Priority is given to those pupils who join the school in Transition with the remaining places open to pupils from other Nursery schools. Occasional places may be given to pupils throughout other year groups.

Admissions Procedure

- Any parents expressing an interest in the school telephone the Head of Admissions. The Head of Admissions send parents a Registration Pack, which includes a school prospectus.
- Parents who wish to register their child(ren) for a place complete and submit the Registration Form and payment of the registration fee, which is date recorded on receipt. Registration form and fee is per child. The child's name is placed on the school's waiting list.
- Parents are invited to arrange a visit to view the school, which may be up to 18 months before joining.
- Each visit lasts approximately forty five minutes and involves a full tour of the school with the Headteacher, with opportunities to ask questions at any stage. The school has one Open Day a year in October.
- Places are offered in October of the year proceeding entry for Transition. Places at the top of the waiting list for Reception entry are offered in November proceeding entry. Places will subsequently continue to be offered throughout the year.

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- If the parent chooses to accept the place the school will request a deposit of £1500 up to a year in advance of school entry, to secure the place. The deposit is returnable when the child leaves the school, providing the correct notice is given. A full terms notice for Reception upwards and two terms notice for Transition.
- Once the deposit has been paid, the Head of Admissions will write to the parents to notify them that a place is guaranteed for their child(ren), subject to the first terms fees paid in June prior to entry.
- In the term prior to school entry, the Head of Admissions will issue an invoice for the first term's fees and send parents a Starter Pack. The first terms fees are requested in June. If the first terms fees are not paid by the given date the place will be forfeited.
- Pupils entering the school after Year 1 are requested to join the class for a day and to submit reports prior to entry where ever possible.

Information for parents

In addition to showing parents around the school, information for parents is in our prospectus and on the website www.eridgehouse.co.uk. Once joining the school parents receive a Starter Pack which includes a Parent's Handbook. This is a detailed booklet about the day to day running of the school. Parents are also invited to a curriculum evening in September where they have the opportunity to talk with the Headteacher and their class teacher.

Head of Admissions

Mrs Charlotte Foster
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