



Admissions Policy

Reviewed by Semira Asfaw
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Introduction and objectives

Rosemary Works School is an independent, non-selective, fee paying school for children age 3-11, located in Hackney on the border with Islington. The overall ethos of the school is to provide a nurturing, rounded education. We are an inclusive school that welcomes children from different backgrounds and abilities. All applications will be treated on merit and in a sensitive manner.

We are keen to encourage children from a range of backgrounds and will look favourably upon applications that reflect the diversity of the local community. We do not have an entrance exam, but do take account of a child's abilities.

We apply the regulations on admissions fairly and equally to all those who wish to attend the school.

Information for Prospective Parents

Information for prospective parents is available through various forms including:

- School website
- School prospectus (available in paper form from the school office or digitally via the school website)
- Regular open mornings
- Private and group tours, bookable via the website or by emailing the school
- For those who have already attended a tour or open day, conversations or meetings with the Head Teacher and additional staff, e.g. the SENDCo, where appropriate

The school regularly reviews and amends aspects of its provision, therefore information provided prior to joining is subject to change, and is non-contractual.

Application process

Application forms, web address and details of fees are available from the school office on application.

We recommend that parents view the school before applying for place. We feel that it is important that parents share our approach towards education, and a viewing provides a good opportunity to see how we do things.

Children generally enter the school in Reception Class the September before they become five. There is one admissions date per year, in early September (i.e. at the start of the school year). However, children may come in for a taster during the previous academic year and those who have received an offer will be invited to a taster session in the summer term prior to entry.

Parents who would like their child to be admitted to this school during the year their child turns five should ensure that they complete the necessary application form as early as possible and preferably before the end of July one year before entry. All places in the primary school are offered on the basis of 5 days a week.

In addition, there is a pre-school Nursery Class in the school. Attendance is on a 12 months basis

and fees are charged monthly. Children are not required to attend 5 days a week and can do a short (10am-4pm) or long (8am-6pm) day.

Children attending Nursery Class are required to apply for a place in the primary school, otherwise they are registered only up until the date immediately prior to the start of Reception Class.

We also welcome applications for children looking to join the school in later year groups or during the academic year. The application process is as outlined above, but children in Years 1 to 6 will also be invited for a trial day in the school. This day is to give the child and their family a flavour of school life. We do not use entrance examinations, so the trial day is also a way to informally assess the child's suitability, academic level, ensuring that we can provide for any needs and that their behaviour is consistent with what we would expect at Rosemary Works School. Please see below for more information about admission of children with SEND.

Offers

When making an offer, the school prioritises candidates who are:

- Siblings of current pupils at Rosemary Works School;
- Already attending our Nursery Class;
- For entry to Nursery Class, already attending the Rosemary Works Early Years Centre;
- Of a gender that redresses a gender imbalance within the class or the school.
- Looked After Children, consistent with The Education (Admission of Looked After Children) (England) Regulations 2006, subject to the School's admissions criteria.

The school reserves the right to reject an application for any reason it deems appropriate, notwithstanding its obligations under the Equality Act 2010.

All successful applicants will be sent a formal offer letter via email, accompanied by the Schools Terms and Conditions.

Accepting a Place

To accept a place, parents must submit the deposit subject to the terms laid out in the offer letter. If the deposit is not submitted in full no later than the dates stated in the offer letter, then the offer is withdrawn, the child's name removed from the class waiting list, and a new application form and registration fee will be required to re-apply.

In the event that there are no places available during the initial round of offers, the school will maintain a Waiting List, and places will be offered if there is availability at a later date.

Cancelling a Place

The cancellation of a place that has been accepted can cause long-term loss to the School, especially if it occurs after other families have made their decisions about schooling for their children. Therefore, all deposits are non-refundable in the event that the child fails to take up their place in the school.

Full details regarding cancellation, withdrawal and notice can be found In the school's Terms and Conditions, which are supplied to all parents when an offer is made.

Special Educational Needs, Disabilities and those who are learning English as an Additional Language

We do not discriminate against children with disabilities or other additional needs, but we have limited facilities, so we will work with parents to see if we can provide for the child's needs.

Parents of any child entering the school in any year group must notify the school of any Special Educational Needs or Disabilities (SEND) which may affect the child's progress or provision required, or whether their child is learning English as an additional language (EAL) **at the point of application** so that these may be discussed with the Head Teacher and SENDCo with full candour and, where necessary, appropriate and reasonable adjustments put into place.

If you withhold or otherwise misrepresent any information of this nature, this may result in the School declining to make an offer of a place to your child or exercising its right to terminate the Parent Contract if an offer of a place is made and accepted by you.

Rosemary Works School is not academically selective. However, the school will only consider admitting a pupil with SEND if their needs can be met with reasonable adjustments that the school can provide, without detriment to the learning or experience of other pupils in the class. As a small school, provision for children with Special Educational Needs is limited. We reserve the right to request additional Taster Days for pupils with SEND in order to assess our ability to provide for all of their needs during their time in school.

In some cases the school may make an offer that is conditional upon the parent/s covering the costs of additional staffing to provide one-to-one support for the pupil for as long as is deemed necessary by the school. The qualifications and experience of the additional staff must be agreed in advance by the school.

The school's facilities for children with physical disabilities are limited due to the layout of the school site and off-site facilities used. However, the school will do all it can to ensure reasonable adjustments are made so that pupils with disabilities have full access to the curriculum, procedures and policies.

We welcome applications from families with children at the all stages of learning English as an Additional Language. Children who are at the early stages of learning English can usually be provided for within the EYFS setting (Nursery and Reception classes.) For older children, each application will be considered individually, considering the level of English and whether the needs of the child can be met by the school.

Parents are invited to discuss their individual requirements with the Head Teacher and the SENDCo during the admissions process to ascertain whether the school can meet the individual needs of the child.

Fees and deposits

A small non-refundable handling charge is made for registration.

School fees from Reception are charged on a termly basis. Additional charges are made for school lunches, pre and post school care, extra-curricular clubs and holiday play schemes. All

details of fees are available on the school website.

Nursery fees are charged on a monthly basis and are inclusive of the hours chosen.

Deposits will be returned when the pupil leaves the school, in accordance with our terms and conditions.

Admission appeals

Admissions appeals are available only if there is an allegation of discrimination on the grounds of the Equality Act 2010.

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the Head Teacher who will review the individual circumstances. The Board of Directors will consider any further appeals.