

## Admissions Policy

Reviewed: April 2024

### Linked Documents

- Admission and Attendance Registers
- Data Protection Policy
- Equality and diversity
- SEND and Inclusion
- Behaviour Policy
- Exclusion Policy & Procedure \*
- Bereavement Policy \*

Here at Brighton & Hove Montessori School we welcome children and families from any part of the world and at any age between 2 – 12. We are an independent school offering a truly authentic Montessori education experience.

Admission is through order of joining the waiting list with the exception that at all points of entry priority will be given to children with previous experience of Montessori education, whether that be in our school, one of the other Montessori schools or nursery groups in the Brighton & Hove area, or from anywhere else in the world, subject to residency permissions from the appropriate authorities.

We welcome enquiries from prospective families by [email](#) or telephone. A prospectus can be sent for further information. We believe that a personal visit is invaluable and hold a number of open events throughout the year which give a general introduction to the School. Details are published on our [website](#).

We ask parents and carers who would like to register their child to complete a Registration form and return it to the school together with a non-refundable £70 Registration Fee (£200 for non UK Residents). A place will then be held on our waiting list. Once a place is confirmed by the school, families will be sent our admission pack to complete and return to us, together with a deposit of £500. Fees are charged termly by invoice in advance and are not refundable once a term has begun. A full terms notice must be given in writing prior to withdrawing your child to receive the deposit refund.

### Equal Treatment

We welcome all religions and cultures and are committed to valuing diversity by providing equality of opportunity and anti-discriminatory practice for all involved in the school.

### SEND

We are non-selective in terms of ability, as we know that all children have tremendous potential to participate in our learning community. We aim to provide places for all children who express a desire to join this school provided we can offer them the support that they require, cater for any additional needs and that our site is able to accommodate them. The Montessori Curriculum and materials are designed to support children with diverse learning needs effectively.

Parents or carers of children with special educational needs or disabilities are kindly requested to discuss their child's individual needs with the Head of School prior to applying for a place. Parents or carers are encouraged to provide a copy of any educational psychologist's or medical reports they may have. This allows the school to assess the child's needs, collaborate with parents or carers on feasible adjustments, and ensure access to education, as well as prioritise the child's and others' health and safety.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's disability. For example, if, despite reasonable adjustments, we feel that the child is not going to be able to access the education we offer, or that their health and safety or those of other children or staff may be put at risk, we may not be able to offer a place at the School.

### Terms and Conditions

The School's Terms and Conditions are on the School's website and are made available to families as part of the admissions process.

### Records and Review

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice and Record Retention Schedule.

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## Admissions Register

The law requires all schools, including independent schools, to have an admission register.

The admission register must contain specific personal details of every child in the school (both compulsory and non-compulsory school age).

The school's admission register is kept in accordance with regulation 5 of the Education (Pupil Registration) (England) Regulations 2006 as amended and contains the following information:

- full name
- gender
- the full name and address of each of the child's parents or carers
- which of the child's parents or carers the child normally lives with and at least one telephone number by which each parent or carer who the child normally lives with can be contacted in an emergency. DfE's advice is that where reasonably practicable, schools should hold an emergency contact number for more than one person for each child
- day, month and year of birth
- day, month and year of admission or re-admission to the school
- name and address of the school last attended, if any.

A child's name can only lawfully be deleted from the admission register if a reason set out in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006, as amended, applies. See appendix 1.

## Leaving the School

**All schools** in England (including independent schools) must return certain information to the LA once 1 of the conditions for deletion from roll has been met for a child (see appendix 1) and **before** deleting that child's name from the register. Parents or carers are required to provide the name of the child's next school and date of admission. Families who are moving overseas and do not yet know the name of the school their child will be attending, should provide a forwarding address and details of the new school once known.

## Appendix 1.

### Deletions from Admission Register

**The school can legally delete the name of a child of compulsory school age from our admission register in the following situations.** For each situation, the school must be satisfied that the relevant criteria have been met.

Situation	Criteria
The child has stopped attending our school	<ul style="list-style-type: none"><li>• We have received written notification from the parent that the child is receiving education elsewhere than at school (like at home), <b>or</b></li><li>• The child is registered at more than 1 school and the proprietor of any other school at which they're registered consents to the removal from our roll, <b>or</b></li><li>• The child no longer usually lives at a place which is within a reasonable distance from our school.</li></ul>
The child has stopped being a pupil of our school	<ul style="list-style-type: none"><li>• The child must be at a school <b>other than</b> a maintained school, academy, city technology college or city college for the technology of the arts for this to apply</li><li>• The child hasn't attended our school within the 10 school days immediately following the end of the period of absence, <b>and</b></li><li>• We don't have reasonable grounds to believe that the child is unable to attend because of sickness or any unavoidable cause, <b>and</b></li><li>• Both BHMS and our LA have failed, after jointly making 'reasonable enquiries', to find out where the child is</li></ul>
The child has failed to attend our school after a leave of absence	<ul style="list-style-type: none"><li>• The child wasn't granted an authorised absence at any time during that period, <b>and</b></li><li>• We don't have reasonable grounds to believe that the child is unable to attend because of sickness or any unavoidable cause, <b>and</b></li></ul>
The child has failed to attend our school for a continuous period of not less than 20 school days	<ul style="list-style-type: none"><li>• We don't have reasonable grounds to believe that the child is unable to attend because of sickness or any unavoidable cause, <b>and</b></li></ul>

The child is currently registered at our school because of a school attendance order \*

The child is registered at another school

The child is unlikely to be in a fit state of health to attend school before they're no longer of compulsory school age

The child has been detained for not less than 4 months as a result of a final court order or order of recall

The child will no longer be of compulsory school age before our school next meets

The child has been permanently excluded from our school \*

The child was admitted to our school for nursery education and hasn't transferred to a higher class in our school

The pupil has died \*

- Both BHMS and our LA have failed, after jointly making 'reasonable enquiries', to find out where the child is
- Another school is substituted in the order by the LA, **or**
- The order has been revoked by the LA because arrangements are in place for the child to receive full-time education elsewhere than at school
- This applies unless it's been agreed that the child should be registered at more than 1 school
- This has been certified by a medical professional.
- Neither the child or parent have indicated to the school that the child intends to continue attending our school once they're above compulsory school age
- We don't have reasonable grounds to believe that the child will return to school at the end of the 4 months
- The relevant person has indicated that the child will stop attending our school, **or**

This policy was written using information and guidance from the DfE's Working Together to improve School Attendance, The Key and The Maria Montessori Institute.