

## Admissions Policy

November 2022

### Linked Documents

- Admission and Attendance Registers
- Data Protection Policy
- Equality and diversity
- SEND and Inclusion

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 £60 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. Through our Montessori professional contacts, we can access advice on how to adapt or diversify the curriculum to engage children who may have differing learning needs or styles.

We require parents or carers of children with special educational needs or physical or mental disabilities to discuss their child's needs with the Head of School before applying for a place. Parents or carers should provide a copy of an educational psychologist's report or a medical report if they have one. This is so that the School can assess their child's needs and consult with parents

or carers about the adjustments which can reasonably be made and so that the School can ensure, for example, the child will be able to access the education offered and that we are able to ensure their health and safety, and the health and safety of others.

Where a prospective pupil is disabled, the School will discuss with parents or carers (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if they join the School, to ensure that they would not be put at a substantial disadvantage compared to a child who is not disadvantaged because of a disability.

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 will be 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.

#### 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.

#### Leaving the School

The School is required to provide details of a child's next school when they leave us. Parents or carers are required to provide the name of this school. These details will be registered with the Local Authority. Where families are moving overseas and do not yet know the name of the school their child will be attending, parents or carers should provide a forwarding address and details of the new school once known.

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

