



# Admissions Policy Including EYFS Lady Lane Park School

## 1. Introduction

Our policy reflects the DfE guidance, in particular 'School Admissions Code' (DfE Dec 2014).

This policy aims to outline the admissions process of our school, as well as provide relevant information to families looking to join.

## 2. Admission Arrangements

The School is an independent co-educational day school for students between the ages of 2 and 11. The School operates on a single form entry system from Nursery to Year Six.

The main entry points for admission are into Nursery, Lower Kindergarten and Reception.

Preschool admissions are first come, first serve, where registrations will be made after a discussion with the family about if the child's needs can be met by the School.

For prep, admission will be made based upon the child's performance in informal assessment tests and the impression made during a taster day. Typically, we will informally assess the ability of prospective pupils in Mathematics, English. This informs us as to the student's current level of achievement; and will help the School and family make a considered decision as to their registration.

If spaces are currently unavailable, upon receipt of the application/registration form and payment of the registration fee, the student's name will be placed on the waiting list for entry into the correct year. The student's name may be removed from the list at any time at the request of the parents.

## 3. Monitoring and Evaluation

As with all our policies, the School will strive to ensure this policy is effective, follows the relevant guidance, and adheres to the principles of the School. This will be achieved through regular monitoring and evaluation by the Head, who holds the responsibility of this policy. During this review, amendments will be made where necessary and agreed upon with the Proprietor.

Date	Position	Name of Reviewer	Date of Next Review
August 2021	Headmaster	Mr N. Saunders	August 2022
August 2021	Proprietor	Mr A. Khan	August 2022