



# The Shrubbery School

## Admissions Policy

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## **1. Introduction**

The Shrubbery School is a co-educational independent school for children from three to eleven years of age. The school was described by Ofsted as 'a happy school with a proud tradition', and we want to be just that: a family orientated school where academic standards are high and values are strongly promoted.

The Head Teacher is a member of the Independent Schools' Association.

Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We are a very happy to welcome prospective parents to meet the Head Teacher or Deputy Head during the working day of the school so that you can get a real picture of the school and this is the first stage of our admissions procedure.

The most common point of entry is from Nursery but we admit pupils into any year group that has available places.

Please contact our Office Manager, Mrs Lisa Atterbury on 0121 351 1582 to arrange a visit.

Admission to The Shrubbery School is open to pupils who are able to benefit from our balanced and well- rounded education and to make a positive contribution towards the life of the school. We cater for a range of abilities. Our school has a set of values we promote to maintain our ethos and to ensure children are aware of their rights and respect the rights of others.



## **2. Entry into Early Years (Nursery 3-4 years)**

Children are able to join our Nursery at any point after their third birthday. If parents wish to access the LEA Early Education Funding the children should join in the term after their third birthdays. We expect children to be toilet trained and independent dressers.

At The Shrubbery School, we see our Nursery class as the first step of a Shrubbery School Education. With this in mind we give priority to Nursery children who require a full time place i.e. 8.50-3.30 five days a week in term time.

Parents requiring part time places will be asked the days and sessions they require and will be advised if these are available or placed on a waiting list.

Please be aware that the Nursery is term time only in line with the opening times of the school. Attendance is important for your child to make progress. The Local Authority can ask for the Early Education Funding to be repaid if your child has prolonged non-medical absence and The Shrubbery would then require fees paid in full.

The Nursery acknowledges that parents' needs may change. Consideration will be given to a reduction or increase in sessions subject to the changes being compatible with the efficient running of the nursery. If agreement is given, then the school will usually need half a term's notice.

Following the initial meeting and viewing of the school with the Head or Deputy, parents are invited to bring their child in for an initial play session. Following this, admission forms will be given and should be completed and returned by parents.

The Early Education Funding (EEF: 15 free hours) is available in one of the following models:

- Mon-Fri 8.50am-3pm and Wed 8.50am- 12noon **OR**
- Wed 12noon-3pm & Thurs & Fri 8.50am -3pm

The Early Education Funding (30 free hours) is offered in Nursery if parents are eligible Mon-Fri 8.50am-3pm. See

[https://www.birmingham.gov.uk/info/20130/childcare\\_and\\_early\\_years/629/free\\_childcare\\_and\\_education\\_for\\_2\\_to\\_4\\_year\\_olds/3](https://www.birmingham.gov.uk/info/20130/childcare_and_early_years/629/free_childcare_and_education_for_2_to_4_year_olds/3) for further information.

## **Entry into Reception (4-5 years)**

Following the parents' initial tour of the school and meeting with the Head or Deputy, children applying for Reception places are asked to come into school for a visit. If they are still of Nursery age on application this will be a one hour visit with the appropriate age group. If they are of Reception Class age already, they will be asked to spend a morning with their prospective class.

Admission forms will be given to parents at a meeting directly after this visit provided that the school and parents and child feel a Shrubbery education will be beneficial.

Applicants for admission into our Reception class are asked for a deposit of £500 which is taken off the first term's fees on admission. This procedure applies to new pupils and existing children moving up from our Early Years. If children do not take up a place this deposit is non-refundable. We are able to continue EEF funding of 15 hours in Reception until the term of your child's third birthday but require them to attend full time.

### **Entry into Y1-Y6 (4-11 years)**

Children joining us from other schools into Years 1-6 will all be asked to spend a morning with their prospective class for an informal assessment. This takes the form of being involved in a normal morning's lessons and playtime so that we can have a snapshot of academic and social behaviour.

If the session is successful for the child and the school, then admission forms will be offered to parents at a meeting at the end of the morning. Applicants for admission into Y1 to Y6 classes are asked for a deposit of £500 which is taken off the first term's fees on admission. If children do not take up a place this deposit is non-refundable.

### **For all new admissions**

Children from Y1- Y6 should attend their informal assessment mornings wearing their present school uniforms and bring a drink and snack for morning break. In the term before the child starts a new academic school year, a group 'Meet the Teacher' evening meeting is held for new parents and all new children are invited in to join us for another session to meet their teachers during the school day. Nursery and Reception children will come in for one hour and Y1-Y6 children will join us for a morning.

The child's previous school or nursery will be contacted for records to ensure a continuity of education. We cannot accept a child if outstanding fees are due at a previous setting. We will notify any other Independent School that our pupils may move to, if fees are still owing to us when the child leaves.

A child's birth certificate and proof of address must be shown when admission forms are returned to establish true identity. Without this formal proof of identity a place cannot be reserved.

**For deferred entry** which must be agreed by our Head Teacher (reserving a place in Years 1-6 for one or more terms in advance) a deposit of £500 is required which is taken off the first term's fees on admission. If children do not take up a place this deposit is non-refundable.

Two signatures are required on all admission forms and upon the child having been accepted for admission, a legally binding contract will have been made between the school and the signatories. A full term's notice must be given in writing if a child is to leave the school or a term's fees paid in lieu of notice.

Please refer to The Shrubbery School's 'Terms and Conditions'. (See Appendix A)

### **Equality**

Our aim is to encourage applications from candidates from a diverse a range of backgrounds. This enriches our community and is vital in preparing our pupils for today's world.

The Shrubbery School is committed to equal treatment for all, in line with the Equality Act of 2010, regardless of gender, race, ethnicity, religion, sexual orientation or social background and this commitment is carried through in our curriculum provision, our planning and our pastoral care.

### **Special Needs**

We welcome pupils with special educational needs, providing that our learning support department can offer them the support that they require. We ask that parents are open and direct and inform us of any concerns. We welcome pupils with physical disabilities provided that our site can cope with their needs. However, we advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with The Shrubbery School before he or she enters the admissions process so that we can make adequate provision for him/her. Parents should provide copies of any reports they have received for their child's specific needs if these have been investigated. We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she becomes a pupil at the school.

### **Sibling Policy**

Most siblings join us at The Shrubbery School. However, admission is not automatic, and there may be occasions where we advise that a sibling is likely to thrive better in a different academic environment. Additionally, siblings may have to join a waiting list if they are not registered in good time or for example if part time places are required in Nursery.

### **Fluency in English**

In order to cope with the academic and social demands of The Shrubbery School, pupils should normally be fluent English speakers. Whilst the school will make reasonable adjustments to the delivery of its curriculum, tuition in English as an Additional Language (EAL) must be arranged outside school at the parents' expense.

**Religious Beliefs** We do not select for admission on the basis of any religious belief.

School assemblies cover a wide range of topics including reference to world religions, current affairs, wonders of the world, moral stories, etc. They often contain songs and a thoughtful, contemplative prayer or a reflection and time for thought. Our RE scheme in school is reflective of modern day Britain and we look at all faiths from a non-didactic view point to understand why ceremonies and festivals take place.

We celebrate Christmas each year through productions, concerts and carol services which portray the Christmas story. Assemblies often look at festivals from a number of faiths and we are proud of our happy multi-cultural school.

We are able to offer a vegetarian diet but not a specifically religious one, such as Halal or Kosher.

### **Complaints**

We hope that you and your child do not have any complaints about our admissions process; but copies of the School's complaints procedure can be sent to you on request.

Any issues over Admissions please refer to the School Office.

We hope that your child's time with us is happy and rewarding.

## **Appendix A**

# The Shrubbery School

## **TERMS AND CONDITIONS**

Your attention is respectfully drawn to the following *Terms and Conditions*:

Two signatures are required on the Application for Admission form.

Upon the child having been accepted for admission to the school a legally binding contract will have been made between the school and the signatories. (Also, please see our Admission Policy, available on the school website.)

Fees, are due for payment during or before the first week of the term to which they apply. Cheques should be made payable to **The Shrubbery School** with the invoice number and your child's name written on the reverse. Fees paid after the first week of term will be subject to a surcharge. Please see current Fees List.

Alternatively, fees, at the discretion of the school, may be paid by ten equal monthly instalments, paid directly into the school's bank account payable September to June; fees paid in instalments are subject to a charge per term per child. Please see current Fees List. Failure to keep up with your monthly payments will result in us requesting full and immediate payment of the balance of the term's fees. Please ask for further details.

The Shrubbery School reserves the right to charge interest on overdue accounts and the right to refuse admittance to any child whose fees remain unpaid after the first week of any term.

Your signed contract could be sent to a debt collection agency in the event of an unpaid debt. (Omitting your child's name and date of birth). On signing the admission form you are signing to give permission for your contract to be passed on to our debt recovery agency.

Parents shall also be liable to pay all costs, fees, disbursements and charges including legal fees and costs reasonably incurred by the client in the recovery of any unpaid Fees regardless of the value of the claim.

Early Education Entitlement Funding is available from the start of the term following your child's third birthday until the end of the term in which your child turns 5 years of age. Details of the free entitlement are shown on our schedule of School Fees. Parents should note that whilst local authority funding is available for 38 weeks per year The Shrubbery School is only open for a maximum of 36 weeks per year – please see our school term dates for the actual dates we are open.

A full term's notice, in writing, is required to terminate your agreement. Failing this, a full term's fees will be charged in lieu. Provisional notice cannot be accepted.

Details of the fees for tuition and extra subjects are published each year, one term in advance. A full term's notice is required to cancel most extra subjects. Failing this, a full term's fees will be charged in lieu.

School fees will not be refunded for any part of a term in which a child is absent through illness, accident or any other cause.

The closure of the school during a term, due to illness, industrial action or any other circumstances beyond the control of the school, shall not give rise to any liability for the reimbursement of fees paid for that particular term.

Although the school's property is insured against fire and theft, no responsibility will be accepted for the loss of, or damage to, pupils' possessions. Valuable items should not be brought to school. No jewellery is allowed except for watches.

The Shrubbery School reserves the right to require the removal of a child at any time if, in the school's opinion, it is necessary in the interests of either the school or the child. No remission of fees for the remainder of the term during which the child has been removed will be granted unless agreed to by the school. The procedure leading to the rare occurrence of removal is dealt with in our Behaviour Policy (available on request).

We cannot accept a child if outstanding fees are due at a previous setting. We will notify any other Independent School that our pupils may move to, if fees are still owing to us when the child leaves.

The Shrubbery School reserves the right to amend any of the above *Terms and Conditions* prior to the commencement of each term. Following any such amendments an updated copy will be available on the school website.









