

POWNALL HALL SCHOOL

‘Pownall Hall School is committed to co-education and aims to provide a caring, disciplined, safe and secure family environment, where all pupils are enabled and encouraged to maximise their academic, sporting, musical and creative potential. The School aims to instil traditional values of courtesy, good manners, mutual respect, tolerance and compassion in its pupils and help them develop self discipline and good working habits for the future. The all round personal development of each and every pupil lies at its heart.’

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ADMISSIONS POLICY

This is a whole school policy and applies to the admission of EYFS children to Pownall Hall School.

INTRODUCTION

Pownall Hall School is a co-educational independent school for pupils from ages 2 to 11 years. Deciding on the right school for your child is very important and we believe that a personal visit is invaluable. We very much hope that you and your child will visit our school, meet our Headmaster, our staff and pupils and see the school in action. We hold a number of Open Mornings, which give a general introduction to the school, and details of these events are published on our web site. We are very happy to welcome prospective parents and their children at other times and are delighted to show them around. Please contact, our Office Manager, Mrs J Siddall on 01625 523141 or e-mail: genoffice@pownallhallschool.co.uk to arrange a visit.

THE ENTRY PROCEDURE

Our selection process is designed to identify pupils who are able to benefit from our balanced and well rounded education and will make a positive contribution towards the life of the school. We admit pupils from the age of 2 years into our Nursery. We may have vacancies at other age groups through the school year and suggest that contact is made with Mrs. Siddall in the office for details.

Applicants for admission should register in the year preceding the desired year of admission. (The registration form is at the end of this document).

THE ASSESSMENT PROCESS

The aim of the process is to identify potential and discover if a pupil will fit in happily at Pownall Hall School. We are looking for well-rounded, interested pupils who will benefit from what the school has to offer. The school has strong traditions in music, drama, art, community activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

We do not assess candidates for entry who are below the age of 5 years. We do ask children in older age groups to spend a day in school with their prospective class, in order to allow teachers to observe their reactions and contributions. They are made to feel very welcome. If several children

request limited places then the contributions of written and number work are assessed and places offered on merit.

SIBLING POLICY

Most siblings join us at Pownall Hall School and we welcome this. However, admission is not automatic and there may be occasions where we judge that a sibling is likely to thrive better in a different school environment. We also ask that parents reserve places in good time.

EQUAL TREATMENT

Our aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Generous bursaries are offered in order to help as many children as possible, who meet the school's admission criteria to attend the school.

Pownall Hall School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background. Our provision for bursaries is described below.

SPECIAL NEEDS

We welcome applications from pupils with special educational needs, providing that our Learning Support Department can offer them the support that they require. We welcome pupils with physical disabilities, provided that our site can cope with them. However, we advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with the Headmaster so that we can make adequate provision for him/her. Parents should provide a copy of an Educational Psychologist's report or a medical report to support their application for a place if special provision is required at the point of entry. We will discuss realistically the adjustments that the school can reasonably make for the child with parents and the child's medical advisers before and if he/she becomes a pupil at the school. The school will endeavour to provide the appropriate learning environment in which the child can make progress.

BURSARIES

Our bursary programme is designed to make it possible for as many children who meet the school's entry criteria to take up a place here. We offer means-tested awards annually to entrants whose parents have indicated on the registration form that they require financial support. Bursaries are means-tested in accordance with the criteria published on the school's web site. Parents are required to provide proof of their income and assets. The level of support varies according to parental need; but can extend to full fee remission in cases of proven need. Before the offer of a bursary is confirmed, the Finance Governor may visit the family at their home.

Bursaries are always offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the school. Levels of support may vary with fluctuations in income.

Further information on bursaries may be obtained from the Bursar.

RELIGIOUS BELIEFS

Although Pownall Hall School has Christian roots, we do not select for entry on the basis of religious belief and we offer the opportunity for children of all faiths to attend. However, parents should be aware that we prefer that all children to take part in assemblies and to wear the school uniform.

SCHOOL'S CONTRACTUAL TERMS & CONDITIONS

Copies are on the School's web site and will be made available to parents as part of the admissions process.

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 found on our website or sent to you on request.

EYFS additions to the Complaints Procedure:

- ◆ Parents can make a complaint to Ofsted should they wish – 08456 404045
[http://live.ofsted.gov.uk/online complaints](http://live.ofsted.gov.uk/online-complaints)
- ◆ Parents can make a complaint to ISI should they wish – 020 7600 0100 info@isi.net

Monitoring and Review

This policy will be monitored by the Headmaster, Bursar and Office Manager and reviewed annually.

Approved by Governors

Date: May 2017

Signed

Mrs. Eileen MacAulay, Chair of Governors

May 2017

Review Date: May 2018

Pownall Hall School

Carrwood Road
Wilmslow
Cheshire
SK9 5DW

Registration Form [to be completed by parent or guardian]

PLEASE USE **BLOCK** CAPITALS

Surname of child: _____

First names (in full): _____

Name generally used: _____

Date of birth: _____ Boy: _____ Girl: _____

Nationality: _____

Proposed date of admission (term and year): _____

Parents' Details

	Father	Mother
Title	_____	_____
Name	_____	_____
Address	_____	_____
	_____	_____
	_____	_____
Postcode	_____	_____
Occupation	_____	_____
Nationality	_____	_____
Home tel:	_____	_____
	_____	_____

Work tel: _____
 Mobile: _____
 E-mail _____
 Fax _____

Full name and address of Guardian,if applicable.

Please mention here the names of any other members of the family attending the school or registered for entry, or any other connection with the school:

Present School

Name and address of present school (with date of entry): _____

Name of Headteacher: _____

Are there any circumstances relating to your child of which the school should be aware? No / Yes

If 'Yes' please give details here or ring the Headmaster.

Declaration

We request that the name of the above-named child be registered as a prospective pupil AND we enclose a cheque for the non-refundable Registration Fee of £50 (cheques to be made payable to Pownall Hall School Trust Ltd)

We understand that:

1. registration of our child as a prospective pupil does not secure our child a place at the School but does ensure that our child will be considered for selection as a pupil at the School;
2. the School may process personal data about our child, including sensitive personal data such as medical details, for the purpose of administering its list of prospective pupils and administering its selection procedures and we consent to the processing of our child's personal data (including sensitive personal data) for these purposes;
3. in the event that our child is offered a place at the School, such an offer will be subject to the School's terms and conditions, which will bind us in the event that we accept the place.

First signature:

Second signature:

Name in full:	_____	Name in full:	_____
Relationship to child:	_____	Relationship to child:	_____
Date:	_____	Date:	_____

Terms and Conditions

1. A registration fee of £60 is payable with this application and is not refundable.
2. A deposit of £500 is payable on entry into the school.

Failure to pay the deposit will result in cancellation of registration. The deposit will be credited against the pupil's final account in Form 6. In the event of the pupil leaving the school before then, any credit of the deposit (or part of it) against the final account will be at the absolute discretion of the governors. No refund will be made in respect of any part of the deposit not used for such credit.

3. The Governors shall be entitled at their absolute discretion to vary the fees from time to time. Without fettering this discretion in any way, fees are normally reviewed annually with increases taking effect in the September term. Whilst the Governors will endeavour to give as much advance notice as possible of fee increases, there is no obligation on them to give a full term's notice of any increase.
4. Unless otherwise agreed in writing, all fees are due and payable on or before the first day of term.
Interest will be charged monthly on overdue accounts at 2.5% per month or at such other rate as the Governors shall from time to time prescribe.
5. A pupil whose fees have not been paid may, at the absolute discretion of the Headmaster, be excluded from school until payment has been made.
6. No reduction in fees can be given in the event of absence of the pupil for whatever reason.
7. A full term's notice in writing must be given on or before the first day of term to withdraw a pupil, or a full term's fees must be paid in lieu of notice. This also applies to the cancellation of extras.
8. All parties will observe the rules and regulations of the School and any amendments to them which may be made from time to time.