



OLD VICARAGE SCHOOL

ADMISSIONS AND CHILDREN'S RECORDS POLICY AND PROCEDURE

(For more detail see Aspect Policies concerning Increasing Accessibility)

Prior to the child's attendance at Old Vicarage School the parents or guardians must complete and sign the:

1. *Registration Form*
2. *Acceptance/Health Form*
3. *Parent-School Contract Standard Terms and Conditions.*

This provides the School with the following vital information, and informs the parents of the basic standards of behaviour and the attitude towards teaching and learning that the School expects and demands.

- Name, home address and date of birth of each child
- Starting date
- Name, address and telephone numbers of parents or guardians
- Emergency telephone numbers of parents or guardians
- Special Diets
- Arrangements for collection for younger children or those with special needs that makes collection by an adult essential;
- Name, address and telephone number of the child's doctor
- Illness and inoculation details
- Details of any allergies
- Parental consent on emergency procedures

Parents or guardians will also be asked to provide the School with any further information which they feel will enable us to take that best possible care of their children.

The admission procedure for the School is as follows:

- 1) On receiving contact from a person considering placing a child here, record the person's and child's names, child's gender and age, address, telephone numbers, other contact information and proposed date of entry. Arrange a time to visit and/or send out a prospectus pack and any other information they request.
- 2) If at this point the child's parents are convinced that the School is appropriate for their child then they may wish to complete the registration form. In this case the form should be sent out as soon as possible along with the Prospectus Pack.

- 3) On visiting the School, the adults, ideally accompanied by the child, should be taken around the School and be given comprehensive information. Key personnel should speak to them.
- 4) If the registration form has not yet been completed and the parents wish the child to be considered for a place it must be completed at the end of the visit. Information is to be given on the uniform shop opening times.
- 5) Reports from previous schools, educational psychologists or other relevant experts are to be requested.
- 6) The child may be invited to spend a day (or days) in school.
- 7) Before the School confirms a place for the child, the parents/guardians are required to complete the "Acceptance Form" and sign the "Parent-School Contract – Standard Terms and Conditions."
- 8) When a child has enrolled, the names of the parents/guardians should be added to the list in order to receive information on the School and invitation to events.
- 9) Those children to undertake base-line assessments are to be informed so that these can be done.
- 10) A place will be offered based on availability and in accordance with the *Code of Practice for Schools, Disability Discrimination Act 1995 Part 4*.

Matters for further consideration are application forms and information-handling systems.

For more details please see the *Prospectus*, *website* and the following *Registration form*, *Acceptance form* and *Parent-School Contract - Standard Terms and Conditions*