

**DAIGLEN SCHOOL**  
**PREPARATORY SCHOOL and EARLY YEARS POLICY**  
**ADMISSIONS**

The Admissions Policy of The Daiglen School is designed to ensure that all children entering the school will flourish here. The curriculum and structure of the school is designed to enable pupils to meet the entry requirements for Public School at age eleven. In the junior school the curriculum is subject based and demands high standards of personal commitment and discipline from all pupils and help and support from parents.

The staff of the School are committed to supporting all pupils throughout their time at The Daiglen School to help them achieve their full potential.

Enrolment and Admissions Procedure:

You may register your child via the registration form in the prospectus or website.

Prospective parents are encouraged to visit the School. The Head Teacher will show you around and discuss with you the type of education we can offer your child. You should then complete an enrolment form. On receipt of this form, together with a registration fee of £40, we will place your child on the waiting list. You will be invited to bring your child to the school to meet the Nursery staff during the term before they are due to start at the school at which time new pupils will spend a short while in the Nursery Class.

Children who are not attending The Daiglen Nursery will be invited to attend a short interview before they enter the Reception Class. Those who are then offered a place at the school will be invited to spend a morning with their teacher and classmates. Entry higher up the school is subject to assessment via a reading and Maths test administered by the appropriate Form Teacher.

Following the interview/assessment, the head teacher will write to parents to inform them whether or not we are able to offer their child a place.

You need to confirm your acceptance of a place in writing with a deposit of £750. Of this deposit £250 will be non-refundable, the remaining £500 will be deducted from the final term's fees when your child reaches Year 6 at the age of eleven years. Please note that this deposit will not be refunded should your child leave Daiglen before the age of eleven.

Normally, children progress through the school with their year group, but the school retains the right to refuse such progression if, in its judgment, it could not sufficiently meet the needs of the individual child or it felt that the interests of the majority of the pupils in the class would be adversely affected. In this instance, parents may be

asked to withdraw the child from school. The school also reserves the right to exclude children on the grounds of serious or persistent breaches of discipline (eg bullying) in accordance with the school's behaviour policy.

In the event of over-subscription for places, sibling priority will apply. If the child has a sibling who is on roll when they are due to start school themselves they would be offered a place ahead of those without siblings.

The school's policy is to apply these criteria to all pupils, regardless of any disability of which it is aware, in line with its obligations to make reasonable adjustments not to put any disabled pupil or potential pupil at a substantial disadvantage (compared to any pupil who is not disabled, because of his or her disability).

Fees: It is our policy to keep additional charges to a minimum. Fees include lunch as well as many of our lunchtime and after school clubs. Sibling Discount is available for second and subsequent current siblings.

Scholarships and bursaries are offered to children aged 7 plus. Financial awards will be given to pupils deemed to have the academic potential to become a scholar, and to those whose parents would otherwise not be able to afford a fee-paying place.

Reviewed	Autumn 2016	P Dear
Date of next Review	Autumn 2019	