

Forres Sandle Manor (Non-Academic) Policy

Policy Title	Recruitment and Admissions
Policy Lead (Appointment (& Initials))	Headmaster (JW)
Date of Last Review	September 2019
Date of Next Review	September 2021

RECRUITMENT AND ADMISSIONS

FSM is non-selective and operates a clear equal opportunities policy. However we aim to apply the following principles:

- The maximum class size at present is 20, although certain subject groups (such as PE) may be greater.
- The proportion of children in any class requiring specialist support should not exceed one third.
- The Learning Centre can accept a maximum of 40 children in total, though more children may appear on the SEN Register.

A place may only be offered in the Learning Centre on the understanding that the offer breaches none of these fundamental principles.

Other guiding principles of admission include:

- Children are accepted at any time during any term on the condition that space is available.
- For entry to years R to 8, conditional places are offered only upon receipt of a completed Registration Form and registration fee. Places are confirmed upon receipt of a deposit and completed Form of Acceptance, due one year before entry.
- For entry to the Nursery only places are confirmed upon receipt of a completed Registration Form, Form of Acceptance and deposit.
- Where there are no places available, a child's name may be placed on the waiting list upon payment of the registration fee. In the event that the school is unable to offer the child a place three months prior to the start of any given term, the parent may request that the registration fee is returned.
- There is no entry test. However, parents are required to inform the school, on the registration form, of any circumstances concerning health, educational or family background, or difficulties with learning. Where such information gives cause for concern, FSM will discuss with the parent the extent to which it hopes to meet the child's needs.
- Whenever possible, prospective children are given a tour of the school and are invited to spend a day and, if applicable, a night. The main aim of such visits is to ensure that the child has an enjoyable time whilst becoming familiar with some of the faces and places they will meet when joining the school. In addition, we will

informally assess them to ensure we are aware of where they sit within their year group cohort.

- Boarders are only accepted if the Headmaster is satisfied that the child wishes to board. Parents whose children are clearly unsuited to boarding or who express a clear wish not to board are encouraged to reconsider.
- There are no specific quotas allocated to day children, boarders or weekly boarders, nor to girls or boys. However, it is our intention to retain sufficient full boarders to ensure that the full boarding option remains popular. It is also our intention that at least half of those children aged 8 years and over should be boarders.
- All staff are informed about new children and are encouraged to review transfer information which is retained in the School Office.
- Within the first 24 hours of a new boarder's arrival, their parents will, wherever possible, be contacted by a member of the boarding team.