

# EYFS Admissions Policy



## **Our Mission Statement – the reason our College exists**

### **“Learning & Growing in the Light of the Gospel”**

*With Christ at the centre of our learning, we:*

- *Help young people to achieve their greatest potential*
- *Guide their intellectual growth, nurture their God-given talents, and inspire them to live in service to others*
- *Aim to develop honest, confident, responsible and compassionate members of society, based on the educational values of Blessed Antonio Rosmini*

## **Our Vision Statement – the long-term change resulting from our work**

### ***‘Begin Here, Go Anywhere’***

*Ratcliffe’s unique educational offering based on our College motto, “Legis Plenitudo Caritas”, Love is the fulfilment of the Law, provides a perfect context within which young people may acquire the emotional knowledge and interpersonal skills necessary to live happy and purposeful lives. The College’s inclusive Catholic ethos is complemented by the outstanding quality of our College community through which our Mission, “Learning and Growing in the Light of the Gospel”, serves to nurture resilience and develop maturity. Young people leave Ratcliffe with a strong sense of who they are and their purpose in the world, equipped socially, emotionally, morally and spiritually to go forth and make a difference to the communities in which they live and work.*

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## **Admissions Statement**

Ratcliffe College is a co-educational Catholic day and boarding School, founded by, and in the trusteeship of, the Fathers of the Institute of Charity (Rosminians). Our vision at Ratcliffe College is to educate young people in the spirit of the Gospel and the traditions of the Catholic Church, seeking to nurture the God-given talents and potential of everyone in order that each one may become a confident, responsible and useful member of society. While we operate as a Catholic School, we welcome children of other denominations and faiths whose parents feel that they can share in, and benefit from, the ideals and environment of our School.

## **Introduction**

The Nursery, which comprises Cygnets, Swans and Reception (two classes), benefits from excellent pupil: teacher ratios, in line with EYFS guidelines.

Cygnets consists of a maximum of 12 children in any one session. Swans consists of a maximum of 16 children in any one session and Reception consists of a maximum of 18 children in a class.

Cygnets: is made up of the youngest children who may join Ratcliffe College upon reaching their third birthday, and not before, provided they are toilet trained. The following academic year they move into Swans.

Swans: contains the children who are already 3 years old and will turn 4 during the course of the academic year. The following academic year they move into Reception.

Reception: contains children aged 4. They will turn 5 during the course of the academic year.

## **Assessment Procedures**

Children spend two hours in the Nursery and are informally assessed during this time. They spend time in the classroom with children of their own age and join in with teacher led activities and continuous provision that is set out. Observations of the child are made during their time with us, and this is communicated with parents at the end of the morning.

Where a child is unsettled, a phone call will be made to either gather any further information which may help to settle them or ask parents to pick up their child. If a child is picked up early, a further assessment session will be arranged.

Following an assessment morning or afternoon a letter will be sent to parents to inform them of the outcome.

Where a child has been particularly unsettled, has not been particularly vocal or it is felt that further information is needed before an offer of a place can be given, the Head of

EYFS will inform parents detailing the reasons why a place is not yet being offered and what will happen next. Any of the following will be arranged:

- A further visit to Ratcliffe Nursery
- The Head of EYFS to visit the child at their existing nursery
- Further conversations with parents, key workers at the child's existing Nursery or external professionals working with the child, for example SALT.

Again, following this, a letter will then be sent to parents to inform them of the outcome.

### **Overview in line with Ratcliffe College Admissions Policy**

The following criteria are used, in no particular order, to determine a student's suitability for admission:

- Priority shall be given to Catholic families, and to families sympathetic to the Catholic ethos of Ratcliffe College;
- Performance in the Nursery's assessment session;
- A positive report from the child's present Nursery School, if applicable;
- The presence of a sibling already in the School or previous family connections;
- The family have shown an interest in sending their son/daughter to Ratcliffe College as demonstrated by attending an Open Morning and/or by arranging an individual visit;
- In all circumstances, the School's aim is to admit students with the academic ability and other qualities to gain the maximum benefit from the curriculum and extra-curricular opportunities available at Ratcliffe College.

All offers of places are made in writing, by the Head of EYFS or by the Admissions Manager acting on her behalf. The Headmaster, in consultation with the Board of Governors, is responsible for all decisions relating to the admission of students. If there is a waiting list for entry to a particular age group, applicants will be considered strictly according to the fulfilment of the criteria and to the date order of registration for each child.

#### Cygnets:

- On starting Nursery, parents are requested to complete a 'Sessions form' to detail the sessions that they would like their child to attend each term. Parent's will be informed of any sessions that are unavailable.
- Parents will be charged for all sessions pre-booked on a termly basis.
- Parents are required to put any change to sessions in writing (with half a term's notice of any changes requested). This is in consultation with the Head of EYFS and the Admissions Team.
- Cygnets cannot book their sessions before they start Nursery; they have to see what is available when it comes to their time of entering the Nursery.
- The Head of EYFS will offer recommendations as to which sessions to attend based upon the needs of the child, the EYFS curriculum being taught and the number of children already in Cygnets.

- Cygnet parents who want a certain number of sessions or specific days in order to meet work obligations, will be accommodated to the best of the School's ability (but without a guarantee that the School can comply with their wishes), but in the knowledge that once their child enters Swans, the parents will have first priority in selecting which sessions to attend.
- Priority of session choice in Cygnets is aligned to the child's date of birth.
- After a child has turned 3 and their place has been offered, their place is held for a term. If they have not started after a term, the child is at risk of losing their place to other children on the waiting list. Parent's will be informed before the child loses their place.

#### Swans:

- Children who have been at Ratcliffe Nursery in Cygnets will be asked to complete the 'Sessions form' during the Summer term of Cygnets. Priority of sessions in Swans will be given to any children who have been with us in Cygnets.
- For new Swans families, parents are requested to complete a 'Sessions form' to detail the sessions that they would like their child to attend each term. Parent's will be informed of any sessions that are unavailable.
- Parents will be charged for all sessions pre-booked on a termly basis.
- Parents are required to put any change to sessions in writing (with half a term's notice of any changes requested). This is consultation with the Head of EYFS and the Admissions Team.
- To enable children to benefit from the full breadth of the EYFS curriculum and to prepare children for being in full time education in Reception, Swans parents are recommended to sign up to a minimum of 5 sessions per week by the Summer Term.
- Any Swans who are additional to the first class of 18 children, will not be able to join us until their Reception year. However, there will be transition set up over the Summer term, prior to their commencement to enable children to become familiar with their new school.
- Under normal circumstances, Cygnets transfer to Swans. Where such transfer is deemed inappropriate (for example, where it is felt that that child will not thrive given the curriculum provided), the Head of EYFS in conjunction with the Head of the Prep School will notify the parents with at least six months' notice.

#### Reception:

- Priority for places in Reception will be given to those children who have attended Cygnets and Swans.
- Entry is possible at Reception (when an additional class of 18 pupils are admitted).
- Parents wanting their child to join at Reception age, will be asked to register and for their child to complete an assessment morning, which will normally take place in the academic year before they commence.
- Where the second class of 18 children becomes full, a child will be placed on a waiting list until a place becomes available.
- Under normal circumstances, Reception children transfer to the Preparatory School. Where such transfer is deemed inappropriate (for example, where it is felt that

that child will not thrive given the curriculum provided), the Head of EYFS in conjunction with the Head of the Prep School will notify the parents with at least six months' notice.

**Links to other policies:**

Admissions Policy

**Review**

This policy is reviewed annually by the Head of EYFS and Admissions Manager.