

Author: R Green/ C Cann/ K Smith	Receiver: Teaching staff
Review Date: September 2020	Next Review: September 2021

## **EYFS Admissions Policy**

### **Rationale**

In line with the School's Mission Statement we aim to help students develop their gifts and talents: spiritual and social; intellectual and emotional; aesthetic and physical through the provision of a broad and balanced curriculum, which is responsive to, and supportive of, their needs and aspirations, fosters intellectual curiosity and academic achievement, and motivates them to grow to their full potential. Our Mission Statement is distilled into our Vision Statement, and our aim is to develop our children, pupils and students so that they have "Strength of Mind, Strength of Values, Strength of Purpose".

### **Introduction**

The Nursery, which comprises Cygnets 1 (C1), Cygnets 2 (C2) and Swans (two classes), benefits from excellent pupil : teacher ratios, in line with EYFS guidelines.

Cygnets 1 consists of a maximum of 10 children in any one session and Cygnets 2 consists of a maximum of 18 children in any one session.

Cygnets 1: 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. As places permit, and at the appropriate age, they may move into Cygnets 2, and subject to a report from the Head of EYFS.

Cygnets 2: contains the children who are already 3 years old and will turn 4 during the course of the academic year.

Swans: is our Reception class and contains children aged 4. They will turn 5 during the course of the academic year.

### **Assessment Procedures**

Children spend a half-day 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 made to either gather any further information which may help to settle them or asking parents to pick up their child. If a child is picked up early, a further assessment morning will be arranged.

Following an assessment morning or afternoon a letter will 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 might 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.

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. All offers of places are made in writing, either by the Headmaster or by the Registrar acting on his behalf.

#### Cygnets 1:

- 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 consultation with the Head of EYFS and the Admissions Team.
- C1s 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 C1.
- C1 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 C2, the parents will have first priority in selecting which sessions to attend.
- Priority of session choice in C1 is aligned to the child's date of birth.

#### Cygnets 2:

- Children who have been at Ratcliffe Nursery in C1 will be asked to complete the 'Sessions form' during the Summer term of C1's. Priority of sessions in C2 will be given to any children who have been with us in C1.

- For new Cygnet 2 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 as a Swan, C2 parents are recommended to sign up to a minimum of 5 sessions per week by the Summer Term.
- Any Cygnets 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 Headmaster will notify the parents with at least six months' notice.

#### Swans:

- Priority for places in Swans will be given to those children who have attended Cygnets.
- Entry is possible at Swans (when an additional class of 18 pupils are admitted).
- Parents wanting their child to join at Reception (Swans) age, will be asked to register and for their child to complete an assessment morning, which will normally take place prior to the September they will join.
- 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, Swans 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 Headmaster 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, Head of PS and Registrar.