



GREENFIELD SCHOOL

Registration and Admissions Policy 2023-2024

PLEASE NOTE:

Greenfield Little School is fully included in this policy.

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General

Greenfield School is a co-educational independent school for pupils from 3 to 11 years of age with a 50.6 week nursery for children aged 6 months to 4 years, known as Little School.

Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. The Headmistress requests to meet all children prior to starting. To arrange a visit, please contact our Head of Admissions by calling 01483 772525 or via email: admissions@greenfield.surrey.sch.uk.

The Structure of the School

Little School - Nursery	
Fledglings	6 months – 2 years of age
Owls	2- 3 years of age
Robins	3-4 years of age

Greenfield - Lower School	
Reception	4-5 years of age
Year 1	5-6 years of age
Year 2	6-7 years of age

Greenfield - Upper School	
Year 3	7-8 years of age
Year 4	8-9 years of age
Year 5	9-10 years of age
Year 6	10-11 years of age

The Entry Procedure

Visiting the School or Little School

Parents are encouraged to visit the school or Little School and meet with the Headmistress or Nursery Manager. This can take place before or after registration. To make an appointment, please contact the Head of Admissions on admissions@greenfield.surrey.sch.uk.

Registration

The first step to securing a place at Greenfield is to register your child. Registration can take place at any time prior to the child's entry date (including when child is not yet born). A link to our online Registration form can be obtained from the Admissions Office and must be completed and submitted along with the registration fee(s).

To register for entry into Little School, a £100 registration fee is due (regardless of whether a place is available). This does not guarantee entry into the school. For those wishing to join the school in Reception or above, a £100 registration fee is due. If a family wishes to register their child to join Little School and stay on for Reception, a £200 registration fee is due to register for both entry points.

It is essential to inform the school at the point of registration of the preferred entry date for the child. Where there is a place available, it will be provisionally allocated to the child pending the next stage of the admission process. Where there is not a place available, or the registration is far in advance, the child's name will be added to the waiting list.

For Little School places, children registered more than 6 months ahead of entry will be added to the waiting list. Approximately six months before entry, you will then be informed whether there is a place available for your child. The allocation of nursery places considers several factors such as date of birth, date of registration, desired entry date, sibling priority, number of sessions required and whether the child is also registered for the school.

For older children, when a child is registered far in advance of their entry date and the cohort has the potential to fill up before the desired entry date, the admissions team will keep in touch with parents regarding the availability. The place will only be provisionally allocated to the child pending the next stage of the admission process, namely the Taster session which takes place 6 months or two terms ahead of entry.

If a place has not become available by the preferred entry date, it is the parents' responsibility to inform the school if they wish to remain on the waiting list.

The registration fees are not refundable in any circumstance, regardless of whether the child is subsequently offered a place at Greenfield or not. This includes a situation where an offer is not made because the school is deemed unsuitable for the child, or by parent choice not to pursue a place.

At the point of registration, the child's most recent school report must be received by Greenfield (if applicable). This must be accompanied by any relevant reports relating to special educational needs such as an EHCP, Educational Psychologist, Speech and Language or Occupational Therapy report.

Taster Days

Greenfield School is academically non-selective, however a member of the Senior Leadership team will meet each applicant (Owls upwards) to ensure their suitability for the school. For children entering Fledglings, no Taster visit is required.

Little School and Early Years

For those entering Owls, Robins or Reception, this visit is an informal, 30 minute 'stay and play' in the Early Years department. This is intended to be a gentle introduction to the classroom for each child. It enables staff and parents the opportunity to discuss the child's development, as well as answer any questions the parents may have about the department. This visit is usually conducted by the Head of Pre-Prep or Lower School and also a member of our Learning Enrichment team. This visit usually takes place approximately six months or two terms ahead of entry.

Year 1 and above

Children entering Year 1 or above are invited to a Taster Day. Occasionally children may be invited for two consecutive Taster Days where the school and/or parents feel this may be beneficial. During a Taster Day, children are asked to complete some class work and participate in the lessons taking place that day. Where appropriate, the child may work with a member of the Learning Enrichment Department. The class work is reviewed along with reports from staff on the child's behaviour, attitude and ability to access the curriculum. At the end of a taster session or taster day, parents are invited to meet with a member of the Senior Leadership Team for feedback and to discuss the next steps.

The school will not offer a place to a child who has not attended a Taster Session (if required). Waiting list children may be invited to attend a Taster Day before their desired entry date. Failure to attend may result in an offer being made to another child who has met the admission criteria.

Offers and Deposits

The School will make a formal offer of a place in writing and simultaneously request payment of the deposit and submission of the signed Acceptance Form. If the aforementioned are not received before the school by the deadline given in the letter the place may be offered elsewhere.

Confirmation of places follows the receipt of the Entry Deposit and signed Acceptance Form, which is requested two terms prior to the term of entry when joining the school. For those joining Little School, offers are made approximately six months prior to your child joining, if a place is available. In circumstances where there is less time than this between registration and entry date, deposits will be requested as soon as possible after receiving the registration form. The Entry Deposit for those joining Little School is £250 and Entry Deposit for those joining Reception to Year 6 is £500.

The School's terms and conditions will be sent to the parents with the request for the deposit. Both parents are required to sign the Acceptance Form. If this is not possible, the school must be informed of the reason. The deposit is retained by Greenfield until the child leaves the school. Should the place ultimately be rejected, fees will not be returned. Any court orders, including adoption certificates, school reports and Educational Psychologist reports should be made available to the Admissions Office when paying the deposit. Failure to do so is in breach of contract.

All paperwork must be returned by the deadline date stated in the offer letter. Failure to do so may result in the offer being withdrawn. The school is not obligated to remind parents to submit paperwork.

Settling-in Sessions

Little School (Fledglings, Owls and Robins)

Children due to join Fledglings or Owls will be invited to some Little Visits along with their parent(s) shortly before entry. During these visits they will meet the Nursery Manager and staff to ensure that there is a good relationship

Greenfield School is committed to safeguarding the welfare of children and young people
and expects all staff and volunteers to share this commitment

and understanding of the child's individual needs. Usually, these visits take the form of two one-hour sessions, with parents only in attendance for the first session. Further settling sessions may be organised if the parents and Nursery Manager feel it would be beneficial.

Children joining Robins are also invited for a settling session prior to entry, but parents are asked not to stay for this session. Occasionally group sessions will be organised at the end of the term preceding a child's entry, if there are a group of children joining at the same time.

Reception and above

For children in Reception or above, additional Taster Days can be requested where desired. For those joining in September, they will be invited to "Moving-up Morning" in July so that they can meet their new classmates and teacher.

Points of Entry

Entry into Little School

Children aged between 6 months and 4 years are able to join Little School Nursery. Registration can take place at any time prior to the child's entry date (including when child is not yet born).

Children registered more than 6 months ahead of entry will be added to the waiting list. Approximately six months before entry, you will then be informed whether there is a place available for your child. Places are offered considering factors such as date of birth, date of registration, desired entry date, sibling priority, number of sessions required and whether the child is also registered to join the school.

Children in Fledglings transition into Owls and Robins automatically. Only those with reserved places in Reception will continue from Robins into the school. For those registered for Reception, parents will need to secure the Reception place if they wish for their child to continue at Greenfield School. See *Transitioning to Reception*.

Securing a place for a child to join Little School will require payment of a £250 deposit. This deposit is held by the school until the child finishes their time in Robins. If a child joins Robins after deposits for Reception have been requested (see below), parents will be asked to pay the Robins and the Reception deposit at the time of accepting the Robins place.

Transitioning to Reception

In the Autumn before the child is due to enter Reception (one academic year prior) the school will offer current pupils a place in Reception, providing they have registered for a place in the school, and subject to learning needs. Those parents who wish to secure a place in Reception for their child will be required to pay an additional £500 deposit one year in advance. When the child finishes their final term in Pre-Reception their initial £250 deposit will be credited to their fee account, and the additional £500 deposit will then be held for the duration of the child's time at Greenfield School. The £250 deposit cannot be accepted as payment towards the £500 deposit.

If a parent withdraws their child from Greenfield School after paying the £500 deposit and before the child's final term of Reception, regardless of the notice period given, the school will retain the deposit in full. If a term's notice is received then fees in lieu will not be sought. If less than one term's notice is given, fees for the following term will be required in lieu of notice as per the agreement in the School's terms and conditions.

Entry into Reception

Approximately 15 places will be reserved in advance for entry into Reception. These places are provisionally allocated on a first come first served basis, based on registration date. Approximately one year before the children are due to join they will be invited to attend a taster session, following which a formal offer is usually made.

If more children are registered to enter into Reception than there are places available, a waiting list is compiled.

The number of additional places available is dependent on the number of pupils already at the school whose parents do not wish to secure a Reception place. Pupils on the waiting list for Reception may be invited to a taster session a year before they are hoping to join the school. The school will not make a formal offer to a pupil who has not attended a taster session but attendance at a taster session does not guarantee an offer.

If an offer of a place in Reception is made, parents will need to submit the £500 deposit and signed Acceptance Form by the submission deadline in order to secure the place. Places not secured by the deadline may be offered to another family.

Entry into Lower School (Years 1 & 2)

Children may join the Lower School at any time, provided there is a place available.

Registered children of statutory school age up to age 7 will be informally assessed in the year group setting at a Taster Day. Following consultation with the parents, a decision will be taken as to the suitability of Greenfield School as a school for the child. Children of statutory school age may enter at any point in the school year after a place is offered and the place has become available.

Entry into Upper School (Years 3 to 6)

Children may join the Upper School at any time, provided there is a place available.

Children in the Upper School are preparing for entrance exams to senior schools and it is therefore of utmost importance that new pupils are able to uphold the level of work being completed by the class as a whole. As an academically non-selective school this judgement is not made based on academic test results, but the Headmistress must be satisfied that each prospective pupil is suited to join the dynamics of the current year group. Therefore, the parameters for entry in Years 3 and above will differ each year.

Registered children will be informally assessed in the year group setting at a Taster Day. Following consultation with the parents, a decision will be taken as to the suitability of Greenfield School as a school for the child.

Waiting Lists

When a child is registered to join a year group that is full, or if they are registered far in advance of entry, the child's name is placed on a waiting list. If a place arises for entry at the desired time, assuming all the admissions criteria have previously been met, a place will be offered. If the entry date specified on the registration form passes without a place being offered, the child's name is automatically removed from the waiting list. Parents wishing to keep their child on the waiting list for entry in the future must inform the Admissions Office in writing.

Places are offered to those on the waiting list taking into consideration: date of birth, date of registration, desired entry date, sibling priority and (for the nursery only), number of sessions required and whether the child is also registered for the school.

It is the responsibility of the parent or guardian who registers the child to keep the school informed of any changes to contact information. Attempts to contact families will be made usually via email or telephone in the

first instance. Where an email address is provided on the registration form, it is accepted that this is the primary form of communication for written correspondence. Repeated failure to contact a family will result in the child's name being removed from the waiting list.

The Admission Register

Registration information is recorded in in electronic format and backed-up every month for inspection purposes.

The school shares data with the Local Authority in accordance with legislation relating to children of statutory school age. For more information on how your data is stored and used please see our Data Retention Policy.

Equal Treatment

Our aim is to encourage applications from candidates with a diverse range of backgrounds. We firmly believe this enriches our community. Bursaries are offered in order to make it possible for as many as possible who meet the school's admission criteria to attend the school.

Greenfield School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background. Our provision for bursaries is described below.

Sibling Priority

We offer sibling priority wherever possible, providing that all the usual admissions criteria and assessments have been met and the Headmistress is satisfied that the sibling is well suited to Greenfield School.

Special Educational Needs and Disabilities

We do not discriminate in any way regarding entry; however, parents must declare any medical or educational history that may be relevant and failure to do so will be in breach of contract. We welcome pupils with special educational needs, providing that our Learning Enrichment Department can offer them the support that they require and that the Headmistress believes that Greenfield is the best environment for the child. This will be ascertained following the school's assessment procedures which includes, in the first instance, review of any relevant reports relating to special educational needs such as an EHCP, Educational Psychologist, Speech and Language or Occupational Therapy report. This may then be followed by further assessment stages, such as Taster Day, if appropriate. The School is fully accessible to wheelchair users.

If, at any time, it becomes apparent that the child's needs are greater than first thought, or beyond the capabilities of the school, or causing a detrimental effect on other children, the Headmistress reserves the right to ask the parent to find a more suitable school.

Funding for 3 and 4 year olds

All eligible pupils can claim the full 15 hours of funding at Greenfield School. Compulsory hours/sessions at Greenfield are greater than 15 hours in duration and the additional hours must be paid for by the parent. The school's hourly rate does not match the hourly rate provided by Surrey County Council.

A small number of +15 hours places are available to those families using our wrap around care services. Parents are advised that they should not commit to a place at Greenfield School if they are unable to meet the fees

without the +15 hours funding. +15 hours places are offered on a first come first served basis with limitations per year group.

Transformative Free Places

The school runs a Transformative Free Places programme for children and families that could best benefit from the opportunity of everything that a free Greenfield education has to offer from Year 3 upwards.

The school is looking to work with local organisations such as partnership schools and community organisations to identify applicants. If you represent an organisation local to Greenfield School and are interested in building a partnership, please contact admissions@greenfield.surrey.sch.uk.

For more information, please view our Bursaries and Hardships Policy which is available on our website.

Fluency in English

Most pupils are fluent English speakers, which enables them to cope with the academic and social demands of Greenfield School. However, some assistance is given to pupils for whom English is not their first language. These children quickly establish an enjoyment for learning. This is equally apparent with children who join us from abroad and who may, on occasion, have a limited understanding of the English language.

Religious Beliefs

We do not select for entry on the basis of religious belief and all religions are welcomed and celebrated.

Reviewed May 2023

Signed



Chairman of the Board of Governors

Next review May 2024

Appendix 1 – What class will my child join?

Little School is comprised of four classes or ‘rooms’. Children in Reception are considered to be part of the main school, although they still follow the Early Years Foundation Stage and have some participation in Little School events.

Children may join the school at any point throughout the year, providing a place is available and the admissions criteria have been met.

Little School - Nursery			
Age	Date of Entry	Room/ Class Name	Available Hours
6-24 months	Aged 6-24 months.	Fledglings	50.6 week per year only. Mixture of morning or afternoon sessions, or full time. Minimum of any 6 sessions per week with at least one session on a Monday or Friday.
2-3 years	On or around their 2 nd birthday.	Owls	50.6 week per year only. Mixture of morning or afternoon sessions, or full time. Minimum of any 6 sessions per week with at least one session on a Monday or Friday.
3-4 years	On or around their 3 rd birthday.	Robins	50.6 week per year only. Mixture of morning or afternoon sessions, or full time. Minimum of any 6 sessions per week with at least one session on a Monday or Friday.

Lower School			
Age	Date of Entry	Class Name	Attendance
Rising 5 years	In the September before their 5 th birthday.	Reception	School term time only. Compulsory full-time attendance. Some holiday cover available.
Rising 6 years	In the September before their 6 th birthday.	Year 1	School term time only. Compulsory full-time attendance. Some holiday cover available.
Rising 7 years	In the September before their 7 th birthday.	Year 2	

Middle School			
Age	Date of Entry	Class Name	Attendance
Rising 8 years	In the September before their 8 th birthday.	Year 3	School term time only. Compulsory full-time attendance. Some holiday cover available
Rising 9 years	In the September before their 9 th birthday.	Year 4	

Upper School			
Age	Date of Entry	Class Name	Attendance
Rising 10 years	In the September before their 10 th birthday.	Year 5	School term time only. Compulsory full-time attendance. Some holiday cover available
Rising 11 years	In the September before their 11 th birthday.	Year 6	