



# Mylnhurst

Preparatory School and Nursery



Mylnhurst  
Campus Group

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Policy Document  
Mylnhurst School & EYFS

# Admissions Policy

Publication Date: September 2024

Review Date: July 2026

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Mylnhurst is an independent co-educational primary school located in the Diocese of Hallam.

The School provides a distinctive Christian education in the Catholic tradition for children of all faiths aged three to eleven years.

### 1. Mission Statement

To maximise the potential of our children through partnership within a challenging and supportive Christian community.

### 2. Aims

- To admit children who will benefit from an education based on Christian values, treating each child as an individual, allowing them to fulfil their potential and to make the most of life's opportunities
- To welcome children from different ethnic groups, backgrounds and creeds
- To admit children equally irrespective of race, colour, language, religion, origin or orientation
- To ensure the fair and equal treatment of all who apply with regard to the Equality Act 2010

### 3. Age of Entry

3.1 Admission to the Nursery is the term after the term in which the child celebrates his/her third birthday and only at the start of a term, that is September, January and April, unless otherwise agreed by the Headteacher

3.2 Admission to School (Reception Class) is in the September of the academic year in which the child celebrates his/her fifth birthday, unless otherwise agreed by the Headteacher



#### 4. Procedure for Nursery

The places in Nursery are allocated on a first come first served basis. Children are required to attend for a minimum of 3 full days per week. Three afternoon session-only places are available each term for families using the 15 hours of FEL funding only.

It is the policy of the School to give priority for Nursery places to children who will be attending the School.

Parents must pay a £100 registration fee, which is refunded by way of deduction from the final invoice for Nursery fees. Admission will be subject to the availability of a place and the pupil and the parents satisfying the admission requirements at the time. Admission is complete when the Nursery Acceptance Form is returned, signed and dated, incorporating all Terms and Conditions of the School and Nursery.

An informal visit to the Nursery and meeting with the Nursery Coordinator must take place before a place will be offered.

For children attending the Mylnhurst Nursery, admission to Main School is not compulsory nor is it an automatic transition.

#### 5. Procedure for Main School (Reception and above)

The places in Main School are allocated on a first come first served basis. Parents must pay a non-refundable £60 registration fee. Admission will be subject to the availability of a place and the pupil and the parents satisfying the admission requirements at the time.

Admission is complete when the School Acceptance Form is returned, signed and dated, incorporating all Terms and Conditions of the School and Nursery and the £300 Acceptance Deposit has been received.

5.1 All admissions to the Main School must be preceded by a meeting/discussion with the Headteacher

5.2 Any special educational needs and/ or disability will be disclosed and assessed

5.3 All admissions are initiated by the completion of an Application for Admission to Mylnhurst form

#### 6. Information Relating to Admission to School

Twenty-four places per prep are allocated on a first come first served basis. In exceptional circumstances the Board of Directors has the discretion to change this number.

Twelve places are reserved for boys and twelve for girls. Nevertheless, after the 31st January each year, places are allocated, irrespective of gender, to children requiring a place in the September of that year.



Admission will be subject to the availability of a place and the pupil and the parents satisfying the admission requirements at the time.

## 7. Additional Factors

In the event of over-subscription to the School, pupils are added to the waiting list on a first come first served basis. To be added to the waiting list, the School must have received a valid Application for Admission to Mylnhurst form and a non-refundable registration fee of £60.

Registration fees are non-refundable unless the school declines to offer a place to the child.

## 8. SEND

The School and Nursery accept pupils with special educational needs and/or disability where the needs of the child can be met. Parents must provide the School and Nursery with written details at registration if they are aware or suspect that the child may have a learning difficulty. If special educational needs become apparent after admission or there is subsequent disability, the School and/or Nursery will consult with the parents and make reasonable adjustments in order that the child can continue his/her education.

The School and/or Nursery may require the parents to remove the child from the School and/or Nursery if, after appropriate consultation, it is concluded that the School and/or Nursery cannot provide adequately for the child's special educational needs.

## 9. Review

9.1 If a child is refused a place at the School or Nursery there is a right of appeal to the Board of Directors. The decision of the Board of Directors is final.

9.2 Any appeal to the Board of Directors must be made in writing and be received within fourteen days of notification from the School and /or Nursery that a place has been declined.