



# Mylnhurst

Preparatory School and Nursery

 Mylnhurst  
Campus Group

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Policy Document  
Mylnhurst School & EYFS

# Admissions Policy

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*Mylnhurst is an independent, co-educational Preparatory School and Nursery, for children aged three to Year 6, located in the Diocese of Hallam, Sheffield. The school provides a distinctive Christian education, in the Catholic tradition, for children of all faiths and none.*

### 1. School Mission Statement

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

### 2. School commitments

- 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 a diverse range of backgrounds
- To admit children equally, irrespective of race, colour, language, religion, origin or orientation, and to ensure the fair treatment of all.

### 3. Age of entry

- 3.1 Admission to the Nursery is from the date of the child's third birthday.
- 3.2 Admission to the Main School Reception Class is in the September before the child's fifth birthday, unless otherwise agreed by the Headteacher.
- 3.3 Admission to Main School Preps 1-6, and in-year admissions, is dependent on space available, and in the class relevant to the child's age unless otherwise agreed by the Headteacher.



#### 4. Admissions procedure - Mylnhurst Nursery

The usual point of entry for Mylnhurst Nursery is from the date of a child's third birthday.

All families applying for a place in Mylnhurst Nursery must visit the Nursery, with their child, and meet with the Nursery Manager before a place can be offered. (For families applying from outside the local area, alternative arrangements may be put in place.)

An offer of a place is dependent upon space being available.

Nursery children are required to attend for a minimum of three full days per week.

Parents must pay a £100 Nursery Deposit, refunded by way of deduction from the final invoice for Nursery fees.

Admission is complete only once the Nursery Deposit is paid, and the Nursery Acceptance Form and all other paperwork (medical form, consent form, etc) are returned, signed and dated, incorporating all Terms and Conditions of the School and Nursery. The decision of the Nursery Manager, alongside that of the Headteacher, is final.

For children attending Mylnhurst Nursery, admission to Mylnhurst Main School is not compulsory and nor is it an automatic transition. A separate application process is required. The responsibility is upon families to notify the school of any siblings they wish, or may wish in the future, to be considered for entry.

In the event of the Nursery being over-subscribed, priority will be given to children who intend to continue their education in Mylnhurst Reception, and who commit to a Main School Application - complete with payment of the Main School Registration Fee and Acceptance Deposit - at the time of Nursery application.

NB: Three afternoon session-only places are available each term for families using the 15 hours of FEL funding only.

#### 5. Admissions procedure - Mylnhurst Preparatory Main School

The usual point of entry for Mylnhurst Main School is at 4+ into Reception. From time to time we may also have occasional places available from 7+/Prep 3 into Key Stage 2, and in other classes. Please contact the school for details.

All families applying for a place in Mylnhurst Main School must visit the school, and the child must complete one (or more than one, if requested by the Headteacher) successful Taster Day, to establish a good fit between school and child and vice versa. (For families applying from outside the local area, alternative arrangements may be put in place.)

Parents must pay a non-refundable £60 registration fee in order to progress a Main School Application and for a Taster Day to be arranged. The school may seek a reference from the child's current school. A Main School Offer will be subject to the availability of a place, the pupil and the parents satisfying the admission requirements at the time, and at the discretion of the Headteacher.

Numerous factors are taken into careful consideration by the school when deciding whether to offer a place - including, but not limited to, the existing dynamics of a class, the ratio of



boys to girls within a class, the proposed term of entry into a class, and the balance of special educational need within a class. The Headteacher's decision is final.

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

- 5.1 Any special educational needs and/or disabilities must be disclosed and assessed before a place can be offered. The school reserves the right to withdraw an offer of a place if the above disclosures have not been made.

## 6. Admissions information

Mylnhurst is a successful, thriving Preparatory School and Nursery whose viability depends on healthy class numbers. The usual maximum number of places per class is 24. However, in exceptional circumstances, the Headteacher - in partnership with the Board of Directors - reserves the right to increase this number at their discretion. The Board's decision is final.

Exceptional circumstances may include, but are not limited to:

- children wishing to join the school alongside one or more siblings
- children needing to join the school from overseas
- children who previously attended the school wishing to re-join
- children of members of staff requiring a place in the school, should places allow

## 7. Additional factors

In the event of over-subscription to the school, pupils are added to a waiting list. To be added to the waiting list, the school must have received a valid Application for Admission to Mylnhurst form, our non-refundable registration fee, and a copy of the child's birth certificate. The above exceptional circumstances still apply, and priority within the waiting list is given to children with a sibling in another class or children wishing to join the school alongside one or more siblings. The Headteacher's decision is final.

Registration fees are non-refundable, unless the school declines to offer a place to the child or cannot meet a child's needs, in which case the fee will be returned.

## 8. SEND

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

The school/nursery may require the parents to remove the child if, after appropriate consultation, it is concluded the school/nursery cannot provide adequately for the child's special educational needs.



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## **9. Review**

9.1 If a child is refused a place 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 14 days of notification from the school/nursery that a place has been declined.