



**MALTMAN'S GREEN**  
SCHOOL

# Little Malties Admissions Policy

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## Related documents

Access Policy  
Special Educational Needs and Disability Policy  
Equal Opportunities and Anti-Prejudicial Discrimination Policy  
Admissions Policy

Headmistress. Mrs Ashmi Morjaria, BA Hons, PGCE

Maltman's Green School, Maltmans Lane, Gerrards Cross, Buckinghamshire SL9 8RR (Registered Office)  
Tel. 01753 883022 Fax. 01753 891237 Email. [office@maltmansgreen.com](mailto:office@maltmansgreen.com) [www.maltmansgreen.com](http://www.maltmansgreen.com)

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## 1 Purposes

- 1.1 To clearly state the way in which the school makes decisions about admission into Little Malties
- 1.2 To affirm that Maltman's Green is not an academically selective school but that through its admissions procedures, the school seeks to ensure that every child admitted can benefit from the learning environment offered
- 1.3 To administer admissions in line with The Equality Act 2010 and the Children and Families Act 2015 with regard to access

## 2 Rationale

Little Malties is a single sex, non-selective day care provision for girls aged 2-3 years, where every member is considered and respected. All applications for admission to Little Malties are treated equally, keeping the needs of the prospective pupil uppermost. Through its admissions procedures, the School seeks to ensure that every girl admitted can benefit from the environment offered and wide-ranging learning experiences. Transition from Little Malties to Nursery, and then into Reception is automatic, unless it becomes apparent the setting is not in the best interest of the child or other children.

The School does not participate in the 15 hour or 30-hour government childcare schemes.

### 2.1 Entry points

Pupils are eligible to join Little Malties in the term after their second birthday. Entry points are dependent on birth date and are as follows:

- Girls born between 1 September and 31 December inclusive join in the **January**, following their second birthday
- Girls born between 1 January and 1 April inclusive join in the **April**, following their second birthday
- Girls born between 2 April and 31 August inclusive join in the **September**, following their second birthday

Only in exceptional circumstances, and should places be available, will entry later than the immediate term after which a girl turns 2, be considered.

## 3 Guidelines

### 3.1 Visiting the School

The Headmistress is happy to meet with prospective parents. Parents need to allow 1 1/2 hours for the tour and relevant discussions.

### 3.2 Registration

Parents considering Little Malties must complete a Registration Form, which should be signed by both parents and returned to the School, together with the non-refundable Registration fee of £120.

Registration should be completed as soon as possible selecting the appropriate date of entry, as set out above. Numbers for each term of entry are strictly capped. In the event of oversubscription, prioritisation is made as per the terms set out below in this Policy.

Upon receipt of the Registration Form and fee, the prospective pupil's name is added to the Little Malties admissions list for the appropriate year and term of entry. An acknowledgement is sent by return, stating the next stage of the admission process. *Girls will not be placed on the admissions list without receipt of the Registration Form and fee.*

**In the event of oversubscription, admission to Little Malties is prioritised, as below. All offers of places are subject to assessment.**

1. Children of staff employed by Maltman's Green School
2. Children with a sibling attending Maltman's Green School. Priority is only given to siblings registered at least 5 months before their due start date. Any older sibling must be attending the school, as the younger sibling joins
3. Children registered for the correct entry point (the term immediately after turning 2)
4. Date of registration order

If following the above criteria, places are not available, girls will not be added to the waiting list, for entry to Little Malties at a later date. Instead, parents are able to request for girls to be placed on the registration/waiting list for the School's Nursery, for entry in the academic year in which their daughter turns 4. In this event, the original registration date will be maintained. All requests must be placed in writing to the School's Registrar.

### **3.3 Assessments**

We meet all girls before making any offer. Subject to place availability, girls are invited for an informal assessment in the term of their second birthday. Assessments take place as follows:

- September, for a January start
- January, for an April start
- April, for a September start

Only in exceptional circumstances, and should places become available, will assessments take place outside this schedule.

Assessments do not guarantee an offer of a place in Little Malties, and this includes siblings. There may be occasions where we judge that girls may thrive better in an alternative setting.

As part of the admissions process, we will always ask for a copy of the child's birth certificate. To ensure that international pupils have the correct permission to be in the UK and where a pupil is not British, we will then need to see and take a copy of the child's passport together with a parent's passport/or residence card to ascertain that they have the correct permission to be in the UK.

The Headmistress' decision relating to all matters of admissions is final.

### **3.4 Acceptance**

Acceptance of a place in writing must be received within two weeks of an any offer being made. At the time of acceptance, payment of the deposit is required. The deposit is not refundable should a child be withdrawn before taking up a place. The School writes to acknowledge receipt of the Acceptance Form and deposit.

We appreciate that family circumstances may change and parents may seek later entry for their daughter to that which they have originally applied. However, once an offer has been made, should parents not wish to accept this within the required time frame and delay entry for longer than a period of twelve calendar months, the School will need to reassess the prospective pupil, subject to a place being available. This requires the registration process to start from the beginning, including payment of the registration fee.

### **3.5 Session requirements**

One session is deemed as a half day with the maximum following hours:

Morning: 7.30am -1.00pm (minimum hours 8.30am to 12.30pm)

Afternoon: 1.00pm - 6.30pm (minimum hours 1.00pm to 4.00pm)

Requirements must be confirmed when accepting a place, and girls must attend for a minimum of five sessions, which can include full days. Once confirmed, sessions will be fixed until the next term's entry point. Any changes to sessions must not fall below the minimum conditions.

### **3.6 Notice, relocation and returns**

If a pupil leaves the school and plans to return at a later date (e.g. because of relocation overseas), notice of withdrawal must be given in accordance with the School's terms and conditions and the parents must re-register the child and, assuming the entry criteria are met, take a new place on the waiting list for their return.