



# Admissions Policy

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**This policy also applies to Nursery and Reception, who are part of the EYFS**

## Related documents

Access Policy  
Special Educational Needs and Disability Policy  
Admissions Policy for Little Malties

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## 1 Purposes

- 1.1 To state clearly the way in which the school makes decisions about admission.
- 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

Maltman's Green is a non-selective school, single sex prep school for girls aged 2-11 years, where every member is considered and respected. All applications for admission to the school are treated equally, keeping the needs of the prospective pupil uppermost. The usual points of entry into the school are in Little Malties Pre-Nursery (2+), Nursery (age 3+) and Reception (age 4+) although applications will be accepted for any year group where spaces are available. The School has a separate Admissions Policy for Little Malties, and this is available on our website.

For entry to the School for all entry points from Nursery upwards, the School takes the applicant's age on 1st September to determine qualification for entry. At the discretion of the Headmistress, exceptions may be made. The School's aim is to maintain the social cohesion of each year group and to ensure ease of transition to senior schools.

In the Autumn Term offers will be made to those children on the entry lists a year in advance for places in: Nursery and Reception.

For pupils already attending our Little Malties setting, transition from Little Malties to Nursery, is automatic, unless it becomes apparent the setting is not in the best interest of the child or other children

For pupils already attending Nursery, transition from Nursery to Reception is also automatic, unless it becomes apparent the setting is not in the best interests of the child or other children.

The School does not participate in the 15 or 30-hour government voucher scheme.

## 3 Guidelines

- 3.1 All pupils are required to complete an assessment process appropriate to their age. For points of entry other than to Nursery and Reception, this is usually organised on an individual basis at a mutually convenient time.
- 3.2 The assessments for Nursery and Reception are held in the autumn term preceding the September of entry.

The assessment process at all ages consists of a combination of measuring academic attainment and potential as well as gauging the extent to which the prospective pupil will benefit from joining the school, both socially and in terms of the wide range of additional opportunities the school has to offer.

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

- a. Children of staff employed by Maltman's Green School
- b. Children with a sibling attending Maltman's Green School. For places in Nursery and Reception, priority is only given to siblings registered by 31 August of the year prior to entry. Any siblings must be attending the School, as the younger sibling joins.
- c. Date of registration order

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

3.4 As part of the admissions process, we will always ask for a copy of the pupil'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 pupil's passport together with a parent's passport/or residence card to ascertain that they have the correct permission to be in the UK.

3.5 The Head's decision relating to all matters of admissions is final.

## 4 Conclusion

This policy should be read in conjunction with the Admissions Procedure (below), which forms part of the annually updated section of the school prospectus and is available on the website.

### 4.1 Admissions details as printed in the prospectus

Maltman's Green is not an academically selective school but, through its admissions procedures, the School seeks to ensure that every girl admitted can benefit from the learning environment offered.

Entry is open to any girl within the 2-11 years age range who it is felt would benefit from being educated at the School, whose needs can be met by the School and whose attendance would not put any other pupil, current or future, at a disadvantage. The usual formal entry points are at Little Malties Pre-School (in the term after the child turns 2), Nursery and Reception. For pupils seeking entry into any other year groups, places are occasional and subject to availability. The School operates a separate policy for admissions to our Little Malties setting.

All pupils are required to complete an assessment process appropriate to their age. The Head's decision relating to all matters of admission is final.

### 4.2 Visiting the School

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

Parents considering Maltman's Green as the school for their daughter will need to complete a Registration Form, which must be signed by both parents and returned to the School, together with the non-refundable Registration Fee, currently £100. This can be before or after a visit to the School, but in advance of an assessment visit.

Upon receipt of the Registration Form, the prospective pupil's name is added to the list for the appropriate year. An acknowledgement is sent by return, stating the next stage of the admission process.

For girls seeking admission to Nursery and Reception, prospective parents will be contacted near the start of the Autumn Term prior to the year of entry, to ascertain whether or not they are still considering Maltman's Green as an option for their daughter.

Where a place is available for the following year, but parents decide to defer entry to a future year group, the original registration date will be updated to reflect the date on which our Registrar was advised of this decision.

Where a place is available and Parents do wish to proceed with the admissions process for entry the following year, they will subsequently be informed in writing of the date and time when their daughter will be invited for an assessment. They will also be advised that a reference will be sought from their daughter's current school, alongside a confirmation that financial obligations have been met in full.

A place will be offered in writing to each prospective pupil who attends the assessment visit, if it is felt that she will benefit from the opportunities at the School and that the School can cater for her needs. In the event of specific learning needs or disabilities, careful consideration will be given to possible reasonable adjustments in line with our 'Access Policy' and 'Special Educational Needs and Disability Policy' before an offer is made.

Parents are given two weeks in which to return the Acceptance Form, together with the Deposit, as set out on the Fees page.

The School then writes to acknowledge receipt of the Acceptance Form and Deposit.

Following final decisions from those offered places, further assessment visits are arranged for any girls on the Waiting List and the procedure above is followed until all places are filled.

### **4.3 Occasional Entry**

If parents are interested in a place at short notice, the School will give details of availability.