

MILBOURNE LODGE JUNIOR SCHOOL



Admissions Policy - General

Aims

- ◆ "To live, share and celebrate the love of learning" from the outset
- ◆ To fully inform children and parents about Milbourne Lodge Junior School and the education we provide.
- ◆ To make each child's start at the school both happy and successful.
- ◆ To begin a lasting partnership with parents.

Procedures

Children start at the school in each year group, of approximately forty, wherever possible.

A copy of the school Prospectus is sent to prospective parents who contact the school, by telephone, email or in person.

Parents are asked to telephone to make an appointment to see the Head in order to discuss their child's admission to the school, and to look round before their child is admitted.

If a child is older than Nursery age, prior to entry they will be invited to spend some time in school, so the child's numeracy, reading and writing can be assessed, to gauge the levels at which the child is working.

Parents with a child already at a school in the area are asked to discuss the possible transfer with the Head of that school. We do not recommend that parents should remove their children from a local school without good reason. No child will be admitted to MLJS unless all debts or monies outstanding to any previous school have been settled, as per the data protection policy.

Parents are required to complete a registration form and pay a registration fee to initiate formal entry procedures. A deposit is also requested, prior to admission.

Prior to entry, parents are asked to complete a Child Information Profile and sign relevant school consent forms. The parent is provided with a Parent Handbook.

Once the child has started at school, parents are asked to keep in close contact with staff, to ensure that their child's transition to Milbourne Lodge Junior School goes smoothly.

If applicable, the Administrative staff requests records from the previous school as soon as entry has been arranged.