

# CASTLE SCHOOL

## ADMISSIONS POLICY

### Aims

- Castle School aims to give parents as much information as possible about the school and the education we provide.
- We aim to make each pupil's start in school both happy and successful.
- We aim to begin a lasting partnership with parents and pupil.

### General Procedures for Entry

Children are admitted in each year group to a maximum of around 20 per class.

Upon receipt of a request, relevant and current information regarding the school will be sent out. This will include a notice detailing current fees. Prospective parents are encouraged to make an appointment to see the Principal and/or Head Teacher and to look around the school (with or without their child). The aims of a visit are to watch the children at work, meet teaching staff and experience the ethos and atmosphere of the school. Where possible, an interview with both parents/guardian and prospective pupil is encouraged.

Once a place has been agreed, parents are sent a copy of the Parent Handbook and any other relevant 'joining' information.

The Parents' Handbook and other information consists of the following:

- Daily Routines
- Academic Matters
- Uniform
- Absence Routines
- Discipline
- Communication
- Activities and Events
- Health Matters
- Care of Property
- P.T.A.
- Religious ethos

Once a child has been admitted, Castle School hopes to work closely with parents to ensure that the transition period goes smoothly. Castle School operates an open door policy and welcomes parents with any concerns to contact them at the earliest opportunity to resolve any issues whatsoever.

Children may be admitted to Castle School at any time up to Year 11. A pre-entry visit will always be arranged if possible. Where appropriate, assessment will be carried out at the earliest opportunity to ensure that each pupil is placed in the correct learning environment.

All pupils at Castle School are encouraged to welcome new pupils into the school in order to assist with a happy and successful transition phase.