

# Ruckleigh School

## Admissions Policy and Process

Ruckleigh is a proprietorial, day school based in the centre of Solihull which admits boys and girls aged three (Nursery) to eleven years (Year 6), subject to availability of places.

Ruckleigh is a non-denominational school, accepting children of all faiths and none.

Entry to the Nursery is strictly in order of registration. Siblings are given preference on the waiting list.

Entry to Kindergarten, Lower, Middle or Upper School is generally at the beginning of the academic year by order on the waiting list, after interview and informal assessment. Siblings are given preference on the waiting list.

The purpose of the assessment is to ensure that the school is the correct environment for the child and that he/she will be happy.

Admission at times other than at the beginning of the academic year can often be accommodated subject to availability of places.

The admission process is as follows:

1. In the first instance, following either a telephone call, Open Day visit, letter or e-mail a prospectus is sent to the parents of a prospective pupil. Included in the pack is:
  - Welcome letter
  - General information regarding the school
  - A map
  - Schedule of fees
2. The parents' names, addresses and details of children will be added to the database.
3. Once the prospectus has been received the parents may contact the school office to arrange an appointment for an interview and tour of the school.
4. Tours of the school are usually given by the Bursar, lasting 1 – 1½ hours, and incorporate different classes from each year group. This allows parents to view the working environment, to meet teaching staff, to experience the ethos and atmosphere of the School and to ask questions.
5. After having seen the school, an application form for a place in Nursery may be completed and returned to the school office together with the registration fee.
6. School will acknowledge, by letter, the receipt of the registration form and inform the parents that further details will be sent in due course.
7. School will arrange for the child and parents to visit the Nursery in the term prior to starting at the school.
8. Parents seeking a place for their child in the main part of the school (Kindergarten - Year 6) may, after the tour, be asked whether they wish to book their child in for the day for an informal assessment.
9. If the child is to spend a day in school parents will be informed of equipment/snacks required.
10. At the end of the taster day, the parents meet with the Form Teacher concerned and/or Headmistress for a general discussion on the child's ability and suitability of the setting. The school may then offer the child a place.
11. Should the offer of a place be accepted, the parents must complete a registration form and return it to the school, together with the registration fee.

12. When the school receives the registration form, it will be acknowledged by letter, informing the parents that they will receive further information in due course. In addition, there are certain forms that parents are asked to return to the Admissions Secretary prior to the child starting at school.
13. Parents of children entering Kindergarten – Year 6 at the beginning of an academic year will be invited to an induction meeting with relevant staff towards the end of the summer term prior to the child's entry to the school. A copy of the Parents' Handbook will be given at this meeting.
14. On the last day of the academic year children are invited to meet their teacher and peers in their form room and are given holiday homework, if appropriate.
15. Considerations are given to children with mild learning difficulties and to children with medical conditions such as diabetes, asthma, allergies and known epilepsy, provided that full and complete instructions are made available by parents as to the treatment necessary for these conditions should it be required.
16. Parents of children wishing to join the school from other Independent Schools are required to ensure that the full notice of withdrawal is lodged with the former school concerned.
17. The School Bursar may request written confirmation from the former school that all accounts have been settled and that all conditions have been met before confirming that a place will be available to a child.
18. Once the child has been admitted, their details are written in the Admission Register and on the school data base.
19. The school is not obliged to state its reasons for rejection of an applicant.

## OPEN DAYS

Currently, Open Days are held in October and March.

Open Day is an informal event usually held on a Saturday morning from 10a.m.– 12.30p.m. with light refreshments available

Letters are sent out to parents of prospective pupils.

An advert is placed in the local newspapers and a banner at the front of the school.

Form Teachers are in their rooms to meet and talk with parents of prospective pupils

The Headmistress, Admissions Secretary and Bursar are available to answer general questions

Tours are given by current Year 6 pupils and parents of prospective pupils are able to ask questions and so gain a different insight into the school

Lists giving details of secondary schools for which previous Year 6 children sat entrance exams and have been offered places are evident around the school.

The school prospectus and newsletter are available for parents.