

THE PARK SCHOOL (YEOVIL) LTD
ADMISSIONS AND ATTENDANCE POLICY

GENERAL

The Park School is an independent school for pupils from ages 3 to the age of 18 and beyond. The school has day pupils and boarders. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit The Park School. We hold a number of open events which give a general introduction to the school. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact, the Head's secretary, Miss Angela Meller, on 01935 423514 or email admin@parkschool.com to arrange a visit.

THE ENTRY PROCEDURE

There is a limit on numbers in the Junior school (up to Year 6) with a normal maximum of 12 pupils allowed per class. In the Senior school there is a normal maximum of 18 pupils in each class in years 7 to 11 with numbers envisaged to be around 40 maximum in the Sixth Form.

The school provides for a maximum of 32 boarders living on site although there is provision for home-stays. Age 8 is the normal minimum age for boarding.

Entry can be at any age and is by interview accompanied by school report. The school fees are published annually although scholarships are available at 8+, 11+, 13+ and 16+. There are also bursaries available for any child of a parent in full-time Christian work. Additional bursaries are available for service families and teachers at The Park and means tested Bursaries will also be considered.

Subject to spaces being available applicants are advised to register in the term prior to admission. In order to ensure a place, parents and guardians are advised to register the year preceding the desired year or admission.

(The application form is at the end of this document – Annex A).

EQUAL TREATMENT

The school's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Generous bursaries are offered in order to make it possible for as many as possible who meet the school's admission criteria to attend the school.

The Park School is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, sexual orientation or social background. The school's provision for bursaries is described below.

SPECIAL NEEDS

The Park School does not discriminate in any way regarding entry. The school welcomes pupils with special educational needs providing that its learning support department can offer them the support that they require. We welcome pupils with disabilities provided that our site can accommodate with them. However, we strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with The Park School so that the school can

make adequate provision for him/her. Parents should provide a copy of an educational psychologist's report or a medical report if they have one.

The school will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she becomes a pupil at the school.

Each statemented child at The Park School is assessed and provided for on an individual basis.

SIBLING POLICY

We hope that most siblings will join us at The Park School. We offer a Family discount of 10% for second and subsequent children for those in **full-time Kindergarten and above on Tuition fees only.**

SCHOLARSHIPS

The Park School offers scholarships for excellence in:

- Academic subjects
- Music
- Sport
- Art
- Drama

Purpose of Scholarships

Scholarships are designed to reward excellence and to celebrate exceptional talent. In recognition of this achievement, the scholar is offered a reduction percentage in the fees throughout his/her time at The Park School. In addition, music, art, drama and sport scholars are offered a financial contribution towards pursuing their talent. Parents are asked to indicate on the registration form at the end of this document whether they wish to apply for a scholarship. Details of the arrangements will be sent to all who express an interest.

We encourage parents of scholars who anticipate that they will experience difficulty in meeting the balance of the tuition fees to apply at the same time for one of the school's means-tested bursaries described below, when they register their child.

Candidates awarded Scholarships in music, sport, art and drama will be expected to demonstrate enthusiasm for and commitment to their subject and will be expected to make a contribution to the life of the school throughout their time at the school.

Academic Scholarships:

Candidates who apply for academic scholarships sit an entrance exam.

Scholarships are held for the duration of a pupil's time at the school, provided his/her conduct is satisfactory.

All candidates will be interviewed in addition to sitting papers in:

- Maths
- English
- Verbal Reasoning

Further scholarships are offered for entry to Year 12. Entrants must sit papers in 2 of the subjects they wish to study at A-level.

BURSARIES

The Park School's bursary programme is designed to make it possible for as many as possible of those who meet The Park School's entry criteria to take up a place here. The school offers means-tested awards annually to entrants at the usual points of entry, where the parents have indicated on the registration form that they require financial support. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need.

Bursaries are always offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the school. Levels of support may vary with fluctuations in income.

Bursaries are only offered to families who are resident in the UK.

The school's practice is to allocate its entire available bursary funding on entry. The school's expectation is that parents, who do not choose to apply for a bursary at the time that their child is being assessed, will not require financial support throughout the time that their child attends the school, except in wholly unforeseen circumstances.

Further information on Bursary applications and guidance notes can be obtained from the Bursar.

OVERSEAS APPLICANTS

We welcome overseas pupils who can study at The Park School as a boarder provided that he/she has a relative or legal guardian living in the UK with whom he/she can stay for some weekends. However, parents of overseas pupils should appreciate that The Park School does not run a short-term study programme and expects overseas pupils to finish a complete course of study such as Years 9-11, or Years 12 -13.

Fluency in English

In order to cope with the academic and social demands of The Park School pupils must have a basic grasp of the English language. Pupils are expected to speak English at all times. The Park School provides excellent Tuition in English as an Additional Language (EAL).

Religious Beliefs

Although The Park School has a Christian foundation, the school does not select for entry on the basis of religious belief, and it offers the opportunity for Jews, Hindus, Muslims etc honour their own faiths commitments. However, parents should be aware that assemblies at The Park are Christian based.

SCHOOL'S CONTRACTUAL TERMS & CONDITIONS

The DECLARATION FORM at the end of this document – Annex B, serves as a contractual agreement.

ATTENDANCE REGISTERS

For each pupil, the admission register must contain:

- (a) Name in full;
- (b) Sex;
- (c) Name and address of every person known to the proprietor to be a parent of the pupil (and an indication of the parent with whom the pupil normally resides);
- (d) At least one telephone number at which the parent can be contacted in an emergency;

- (e) Day, month and year of birth;
- (f) Day, month and year of admission or re-admission to the school;
- (g) Name and address of the school last attended, if any;
- (h) An indication of boarding or day attendance (in schools which include boarders).

For all day pupils of compulsory school age, the attendance register must be completed at the start of each morning session and once during each afternoon session. It must show whether the pupil is:

- Present;
- Absent;
- Attending an approved educational activity outside school (approved by the ‘proprietor’ and supervised by a person approved by the proprietor or head, and including work experience or sporting activity);
- Unable to attend through exceptional circumstances (unavoidable closure of school site or part of it; unavailability of transport provided by school or local authority, where the home is not within walking distance);
- Taking authorised absence (granted leave of absence by the proprietor or a person acting on the proprietor’s behalf; unable to attend by reason of sickness or unavoidable cause; observing a day exclusively set apart for religious observance by the religious body to which the parent belongs);
- Taking unauthorised absence (if no reason is established when the register is taken; the entry may be corrected later when the reason is established).

Entries must be in ink and any amendments must show the original and amended entries, the reason for the amendment, the date of amendment and the name of the person making the amendment. A computerised register counts as being in ink if it can be printed out. (See below for Electronic Registers).

Where the reason for absence is not initially known, an O is entered and a reason entered within the O at a later stage if it is known (ideally within two weeks), but if a reason is never established the O remains as unauthorised absence.

The Park School has a legal duty to report certain attendance issues to their local authority: ten days of unauthorised absence (other than for reasons of sickness or leave of absence), failure to attend regularly, and deletion from the school register when the next school is not known. In this last case, the school is required to report the circumstances as soon as possible to the local authority (LA) in which the pupil lives.

Boarding, Pre-School and Sixth-form Pupils

For convenience, and to act as a check on pupils’ whereabouts for reasons of welfare or health and safety, The Park Schools registers boarding as well as day pupils. Similarly, for welfare, health and safety, pastoral and educational reasons, the school registers children of pre-school age and sixth-form students.

In the case of sixth-form students, the distinction between authorised and unauthorised absence is not necessary, and the timing of registration may be more flexible. The keeping of attendance data is essential for the care of the students’ academic progress and for reporting on it. It is also a welfare matter for the school to know when students are or are not on the premises. Flexibility is reasonable for the timing and method of registration for the post-16 students, particularly those on limited programmes of study, but whatever system is used should be rigorously implemented.

Electronic registers.

Electronic admission and attendance registers need not necessarily be printed out as in the past. Where the admission or attendance register is kept by means of a computer the register must be backed up in the form of an electronic, micro-fiche or printed copy not less than once a month. For example, each month's permanent electronic copy might be stored on a CD or flash drive/USB device. Each of these additional copies of the admission register and the attendance register must be retained for three years after the end of the school year in question, as must registers hand-written in ink.

COMPLAINTS

The school hopes that parents and pupils do not have any complaints about the school's admissions process; but copies of the school's complaints procedure can be sent to parents on request and is available to view on the school website.

Reviewed by Governors

Date

Chair of Governors

Head

5th January 2012

Ian Green

Jane Huntington

Application Form

This form should be completed in full, signed by both the parents on the reverse and returned to the Head

APPLICATION for the admission of

Child's Name Surname _____

Christian Names _____

(Please **underline** the Christian Name used)

Date of Birth Day ___ Month _____ Year _____ Please tick

BOY GIRL

Proposed Term AUTUMN/SPRING/SUMMER Year of Entry _____

Please tick FULL DAY HALF DAY(S) MON TUE WED
THU FRI

LUNCH YES NO

BOARDING FULL WEEKLY

MINIBUS TRANSPORT CREWKERNE HENSTRIDGE/SHERBORNE

WEYMOUTH/DORCHESTER

EXTRA TUITION SPEECH/DRAMA BALLET MUSIC

Individual music tuition is available for all orchestral instruments plus guitar, keyboard, organ, piano, recorder, saxophone, voice and music theory. Please specify your requirements below.

1st _____ 2nd _____ 3rd _____

Parent's Names _____

Address _____

Post Code _____

Telephone Numbers Evening (Home) _____ E-Mail Address _____

Mobile (Dad) _____ Mobile (Mum) _____

Work (Dad) _____ Work (Mum) _____

Father's Occupation _____

Brothers & Sisters Names _____

Sex _____

DOB _____

Christian Denomination of Child (if appropriate) _____

Application Form

Please complete this section giving details of your child's ethnic background. You should circle a main category and a sub category. These categories are defined by the Department of Education and Skills.

MAIN CATEGORY	SUB CATEGORIES			
White	British	Irish	Gypsy/Roma/Traveller	Any Other White Background
Mixed/Dual Background	White & Black Caribbean	White & Black African	White & Asian	Any Other Mixed Background
Asian or Asian British	Indian	Pakistani	Bangladeshi	Any Other Asian Background
Black or Black British	Caribbean	African		Any Other Black Background
Chinese	Chinese			
Any Other Ethnic Group	Any Other Ethnic Group			
I do not wish an ethnic background category to be recorded				

The School has a complaints policy, a copy of which is available to any parent upon request from the School Office and on the school website at www.parkschool.com

PREVIOUS SCHOOL

Name _____

Address _____

Head Teacher's Name _____

MEDICAL INFORMATION

Doctor's Name _____

Doctor's Address _____

Telephone Number _____

Please indicate here any items of a medical nature of which we in the school should be aware.

Signature of Parents _____

Please keep the School advised of any changes or updates on any declared or new medical condition.

FOR ALL PUPILS WITH PARENTS OVERSEAS

Guardian Name _____

Guardian Address(UK) _____

Telephone Number _____

A Guardian is expected to be "in loco parentis" during school holiday periods

FOR ALL BOARDERS

It is expected that all boarders attend church at least once each Sunday.

Please state any denominational preference _____

Do you have any objections to him/her attending other churches occasionally YES NO

Has your child:

Attended Sunday School YES NO : Been Baptised YES NO : Been Confirmed
 YES NO

Application Form

DECLARATION * delete as appropriate

I/We* request that my/our* child/ward* above named, be admitted as a Pupil to The Park School commencing at the SPRING/SUMMER/AUTUMN TERM _____ YEAR _____ and I/We* undertake to be responsible for his/her* fees and disbursements and to conform to all the rules and regulations of the School from time to time in force, in particular those referring to regular attendance. I/We* agree to pay each term's fees in advance, and before removing my/our* child/ward* from the School, **to give one complete Term's notice in writing or in default to pay ONE TERM'S FEES.** The school reserves the right to give one terms notice, in writing, of termination of this agreement.

For UK Students £150 Enrolment Fee Per Pupil – Non Refundable

For Overseas Students £500 Entry Fee Per Pupil – Non Refundable
appropriate £500 Deposit – Refundable upon leaving with
notice given where necessary.

Cheque Enclosed For £..... **Payable to** The Park School (Yeovil)
Ltd

SIGNED _____

BOTH

PARENTS _____

DATE _____

FOR SCHOOL USE ONLY

Allocated to Form: _____

Entry Fee: _____

Overseas Deposit: _____

Allocated to House: _____

Pupil No: _____