



SILVER CREST SCHOOL

Policy

On

Admissions

June 2020

Character & Excellence



1. Title: Admissions Policy

2. Introduction

Our policy on admission is such that all children regardless of their backgrounds and abilities are welcomed into the school. All applications are treated on merit, and without special preference. The only restriction we place on entry however, is that of number. The school runs with a policy of admitting between 10-16 pupils in a class.

Admission into Silver Crest School is determined by a number of factors. Pupils are admitted based on the ability to succeed socially and academically in our dynamic learning environment. The administration, teachers and pupils are always working to maintain an environment that is welcoming for all pupils.

Teachers provide the support for pupils to become confident, independent learners. Additionally, we expect Parents to support and be involved in their children's education.

Silver Crest School expects pupils and parents to understand and support the school's aim to serve a diverse population. Our pupils come from a variety of racial, ethnic, cultural and socio-economic backgrounds.

3. Purpose

Silver Crest School aims to provide high quality educational experience through fair and transparent admission system and avoid unfair discrimination on grounds of disability, gender, religion or belief. The policy ensures proper admission procedure in respect to each application received for admission. It also seeks to set a selection criterion which is transparent, fair and consistent.

4. Aims and Objectives

The aims and objectives of this policy are:

- To show the procedures for admitting pupils.
- To show the procedures on how parents and care givers can apply for their child(ren) to be admitted into the school.
- To give every child an equal admission opportunity.



5. Scope

This policy applies to the all admissions into Silver Crest School including online applications. Members of staff with responsibility of pupils' admissions are required to comply with the policy.

6. Key Measures

6.1 Admission Process

Registration

- Parents and care givers will make enquiries on admission from the Admissions Manager.
- Parents and care givers will purchase the admission forms from the Admissions office or online.
- Application form is purchased, duly completed and returned with all required documentation.
- Forms should be returned by the date stipulated on the forms or as advised by the Admissions Manager.
- Entry Assessment will be scheduled for the child and interview for both the child and the parents.
- The parents will wait for timely feedback from the Admissions Manager as regards the concluded assessment and interview.
- Admission and class placements will be based on the assessment evaluation, past records, interview, learning needs and availability of space.

All parents must note that the school will not consider offering admission, and is not under any obligation to offer admission to any child who has not gone through the formal process of admission nor has not performed up to the expected standard of the school in the assessment.

Pupils with siblings in the school will be given concession based on availability of space. For every Year group, there is an expected age the child must have attained before the school can consider offering such child admission. For instance, a child entering into Year one in September must be five years on or before August 31st.

6.2 Admission Process into Primary

Children will undergo written assessment, while the parents would have interview sessions with some appointed senior members of staff who monitor admission processes. The decision to offer a place to a prospective pupil is taken by the School Management. The age cut-off date for class placement is the 31st of August.



6.3 Conditions for Admissions Refusal

While we aim for inclusiveness in our admissions decisions, Silver Crest School reserves the right to refuse admission to applicants based on the following considerations:

- There are negative elements in the pupil's scholastic or behavioural record that could potentially have a negative impact on Silver Crest School.
- Required documentation as per admission procedure is not provided.
- Silver Crest School might not be able to provide the required and suitable environment for some learning challenges; and might not have the sufficient learning support resources to address some academic needs.

6.4 Deferment Policy

Parents must give the school a written notice applying to defer a pupil's admission. Deferment will be granted based on the payment of the total fees for the duration of the deferred period. However, if this is not done, any pupil who leaves will have to re-apply afresh and re-admission will be based on availability of space.

6.5 Withdrawal Notice

To help the school manage our enrolments efficiently, it is absolutely necessary that Parents give the Admissions Office at least one term's written notice of withdrawal. If one term's notice of withdrawal is not received, the school will not provide testimonials or references for such a pupil as the case may be.

Silver Crest School reserves the right to withdraw an already registered pupil when any or all of the following conditions apply:

- The pupil's presence in the class has an ongoing negative impact on her/his classmates
- The pupil's behaviour is determined to have a detrimental impact on the Silver Crest School community
- The pupil's learning needs cannot be met given available resources.
- The pupil's attendance record is unacceptable.

In the event that a pupil is required to withdraw from Silver Crest School due to any of the above reasons, no tuition refund will be granted for the balance of the term that the pupil is not in attendance.

7. Roles/Responsibilities

The Admissions Manager is responsible for following through with this policy from start to finish and relating same to potential parents.



8. Monitoring and Review

This policy will be monitored by the Head of Quality Assurance and Control alongside the Admissions Manager.

This policy will be due for review in June 2023 or sooner if necessary by the school's Management.

