

THE POTTER'S HOUSE SCHOOL ADMISSIONS POLICY:

Proverbs 22 v.6 says “Train a child in the way he should go, and when he is old he will not turn from it.”

It is the policy of the Potter's House School to admit children of parents who can agree with the aims of the school as set out in the school brochure. The school has recognition from the DfE as an independent school with a well defined religious character. It is hoped that parents can embrace the policy and practice of the school to provide a Bible based education to all pupils from the age two years upwards. The school is part of the Christian Schools Trust and as such is linked with over 40+ such schools in the U.K. It is the school's stated aim to include parents in the life of the school. Attendance at church is not a prerequisite to admission, neither is family lifestyle nor another religious background.

There are set fees for the Nursery and the primary School, but ability to pay need never be a barrier to the admission of any child whose parents wish him or her to be admitted to the nursery or school. Individual fees are confidential. We will admit children as follows:

- Children from 2yrs to 11yrs.
- Children with different ability levels.
- Children of any race, religion or Christian denomination

Procedure:

NURSERY

After an initial enquiry has been made by a prospective parent, the parents are invited to bring the child to a session - free of charge - in order to observe, ask questions and participate in the activities (a nursery information pack is given to them either before or during the session, which outlines the school's philosophy and aims and other registration information.) Once the registration forms have been filled in and sessions have been arranged, there is a certain amount of flexibility used, depending on the child's and parent's needs. Some children are able to stay on their own from the outset; others need parental support for some time for the first few sessions. Obviously we recommend children to be independent of parents as soon as possible, but we are always sensitive to the child's and parent's needs and act accordingly. If there is a waiting list for places in the nursery, we will treat everyone in a fair way, according to their needs and our ability to meet them.

In the case where you want to withdraw your child from the nursery can you **please give at least 4 weeks notice**, so that we can fill the vacant places?

Children's progress reports are regular and we are only ever a phone call away 0161 763 1267.

SCHOOL

Families are invited to look around and ask questions in an informal interview situation (a School information pack is given to them either before or during the visit, which outlines the school's philosophy and aims and other registration information.). Once a mutual decision

has been made, arrangements are set in place for the child to start.

Most parents will be expected to contribute to school fees. There will be no selection on ability to pay or ethnic background. If two or more children come from one family, school fees will be reduced for the second and subsequent children. Any subsidy will be based on the family's needs and their desire to support the school in any way. **If a child leaves before the end of a school year, then 3 months fees are payable before the child is withdrawn from school.**

For children in the nursery or school, please fill in a request for holidays during term time, **fees for these times are still to be paid.** (These forms are available on request.)

Children with English as an additional language are welcomed at Potter's House. Our staff work closely with parents, sharing basic vocabulary of both languages. Parents are invited in to ensure a happy settling in period and basic sign language is learned by all pupils to aid communication. The cultural background of all children is celebrated by music, food, language and role-play.

Potter's House welcomes children regardless of ability. For children with statements and additional needs, the appropriate agencies and support are in place to ensure I.E.P's, evaluation and conferences to monitor progress. Gifted children are encouraged to work beyond their chronological levels.

If you wish to enrol your child either in the nursery or primary school at present or in the future, or wish to discuss anything more with us then contact Mary or Mike Mitchell at Potter's House, 6 Arley Avenue, Bury, BL9 5HD or phone 0161 763 1267.(reviewed Oct.2010)