



LAMBROOK

NURTURING
POTENTIAL
SINCE 1860

Admissions, Attendance & Registration Policy

This document applies to all parts of Lambrook School including the Early Years Foundation Stage.

March 2023

Review Date: March 2024

Introduction

Lambrook School is a co-educational Prep School of around 600 pupils for ages 3 to 13. Entry to Lambrook is dependent on the School's ability to meet the needs of the pupil and therefore a personal visit to the School is imperative.

The School was founded in 1860 and occupies a 52-acre site close to the towns of Ascot, Bracknell and Windsor.

The School is made up of two sections: The Pre-Preparatory School (EYFS and Years 1 to 2) and the Preparatory School (for pupils in Years 3 to 8). Lambrook welcomes all families and has pupils from both the local area and from further afield.

Lambrook is proud of the academic success of its pupils; nationally standardised test data indicates that the performance of the pupils is above average. Last year pupils were awarded academic, music and sport scholarships for excellence in these fields. When pupils leave Lambrook they go on to excel at many of the top senior schools in the country.

Once a pupil is accepted, the School will be actively involved in encouraging the child's full attendance at Lambrook.

Aims of the Policy

1. To ensure compliance with the School's charitable purposes.
2. To set selection criteria and procedures that are consistent with the School's charitable purposes, and that are fair to all families.
3. To ensure that successful applicants will make the most of the opportunities at Lambrook and will contribute to the School community.
4. To ensure that regulatory requirements for maintaining admission and attendance registers are met.
5. To implement the procedures for monitoring and responding to unacceptable or exceptional levels of attendance and punctuality.

Admissions Procedure

1. The School places a high value on the continuity of education for children in every stage of a child's educational journey at Lambrook, including Nursery, the Pre Prep and the Prep School.
2. Pupils can start Lambrook at any stage, depending on availability of places. Usual points of entry are at Nursery, Reception, Year 3, Year 4 and Year 7, however, places are offered as available for other year groups, and for most year groups, on assessment.
3. The School will consider all applications, however, if a child will be unable to effectively access the curriculum, and if the School is unable to meet their needs, then this will be discussed with the family applying.
4. During the application process, parents are advised of Lambrook's Privacy Policy.

Registration

1. The School will consider each application for registration, once a registration form and registration fee have been received.

2. The registration fee is non-returnable, whether or not the application for registration is successful. Prospective parents are advised to contact the Admissions Team to discuss options before registering.
3. As part of the admissions process the family is invited to meet the Headmaster and for a tour of the School.
4. Once a pupil is registered at the School, there is no requirement to re-apply for the next stage of the School journey (i.e. Pre-Prep/Lower School/Middle School/Upper School). If the School feels unable to meet the needs of a pupil, the School will enter a discussion with the parents in order to achieve the best outcome for the individual child.

Pre-conditions

The following pre-conditions are expected to be met prior to the School making a formal offer of a place:

1. Parents understand and broadly empathise with the ethos of Lambrook.
2. The child is of an appropriate age and maturity.
3. The child is able to access the full curriculum.
4. The School is able to adequately provide any learning and/or disability support were that deemed necessary.
5. The applicant's current educational setting/school shares satisfactory reports.
6. Fees at the applicant's current educational setting/school have been fully paid.

Acceptance of a Place

1. Places are offered in writing, and parents are then required to pay the specified deposit and complete an online Acceptance of a Place form. This acts as the formal contract between the School and the parents.
2. There is some priority for places is given to siblings, Lambrook Alumni and other contacts of the School, depending on availability.
3. The deposit is non-returnable should the place not be taken up by the applicant (and should the place not be filled). If the place is filled, the deposit, less expenses, is returned.
4. The deposit is held against any outstanding disbursements when the pupil leaves the School. Any remaining balance not donated to the Lambrook Foundation will be refunded after the pupil has left the School.
5. If a pupil is transferring from another school, Lambrook will contact this school to ascertain that there are no outstanding fees or issues. A place will not be offered should there be outstanding debt.

Waiting List

If there is not a space available, the registered child will be placed on a waiting list.

THE ABILITY OF THE SCHOOL TO MEET THE NEEDS OF A PUPIL

In order to ascertain whether the School is able to meet the needs of a pupil:

1. The Headmaster will meet with the parents of each pupil in the first instance.
2. Lambrook will obtain a reference from the Head teacher of the child's current educational setting.
3. Lambrook requires copies of previous school records and reports.
4. In the Nursery and Pre Prep, the Head of Pre Prep will meet each child for an informal assessment.
5. In the Prep School, pupils will undertake a formal assessment which will include a written assessment, a group activity / team building activity and an interview with the Headmaster.

Equal Treatment

1. The School is keen to receive applications from a wide range of backgrounds.
2. Lambrook School is committed to equal treatment for all, regardless of an applicant's race, ethnicity, religion, sexual orientation or social background.

Special Educational Needs

1. The School welcomes pupils with special educational needs providing that the child's classroom setting and the School's Learning Development Centre (LDC) can provide the appropriate support.
2. If relevant, parents should provide a copy of an Educational Psychologist's report or a medical report to the School.

Bursaries

1. The School offers a number of bursaries.
2. All bursaries are either referred through professional bodies such as Springboard, or are means tested. The School uses an external agency (Bursary Administration Ltd) to undertake this function.
3. Current parents who experience financial difficulty may apply for a bursary by contacting the Director of Finance. The School uses an independent company (Bursary Administration Ltd) to undertake this assessment. Bursaries are reviewed and are renewable on an annual basis.
4. The allocation of a bursary is at the discretion of the Headmaster and the Governors.
5. Bursaries are not usually awarded, except in exceptional circumstances for places in Nursery or Pre Prep.

Entry into Nursery

1. A child will join the Nursery as a rising four and not before their third birthday.
2. Children must attend a minimum of five morning sessions.
3. The total number of morning/afternoon sessions attended by each child will be discussed between the Head of Nursery and the parents and will depend on the individual child.
4. The School encourages families to think about pupils doing a number of full days in preparation for entry into Reception.

Entry into Reception, Year 1 and Year 2 (Pre Prep)

1. Prior to entry, pupils in Years 1 and 2 will take part in a stay and play / informal assessment.
2. Where possible, prior to entry, Reception children are visited by Pre Prep staff in their current setting.
3. Pupils will be invited to an introduction session prior to their start date.

Entry into the Prep School (Years 3 and above)

1. Children will take part in a formal assessment which will include a written assessment (literacy, numeracy and non-verbal reasoning), a group activity / team building exercise and an interview with the Headmaster.
2. Children will be invited to the School for an introductory session prior to their start date.

Non EU Passport Holders

The School currently holds a licence to sponsor international students under Tier 4 of the points based system of immigration. Parents must inform the Admissions Registrar when completing a registration form if their child requires sponsorship from the School (CAS) in order to obtain a visa to study at the School. It shall be the Parents' responsibility at all times to ensure that their child has the appropriate immigration permission to live in the United Kingdom and to study at the School and Parents are required to permit the School to take and retain copies of all necessary documentation to be kept by the School in order to comply with its duties as a Tier 4 sponsor, including passport, visa, vignette and /or biometric resident permit of the child and, where necessary, the relevant parent documentation.

EU Passport Holders

EU passport holders are requested to show their 'Leave to Remain' card or provide a code to allow the School to check immigration status.

Recording Admissions

1. Pupil and family information is submitted electronically (via the Lambrook website) and is then recorded on iSAMS, the School's management system.
2. Form Teachers and Tutors are responsible for checking a pupil's previous school report when a pupil starts at Lambrook.

Appeals

1. If parents/guardians are not satisfied with the Admissions procedure, then they should raise any concerns with the Headmaster in the first instance, they may also appeal in writing to the Chair of Governors.

Terms and Conditions

1. A copy of the School's Terms and Conditions is available to current parents on the Parent Portal and shared with prospective parents as part of the Admissions process.

SCHOOL ATTENDANCE

Attendance

1. Lambrook sees education as a partnership between the family and the School. The School is committed to providing the highest quality of education for all pupils and looks to the parents to support this objective. All pupils are required to be in school by 8.20am (8.30am in Pre Prep). The full school day ends at 5.20pm but departure times are staggered, although pupils can remain later to take part in extra-curricular activities under the supervision of a member of staff/club facilitator.
2. Pupils are not permitted to leave the site during the School day, unless accompanied by a member of staff for a trip, visit or a sporting fixture.
3. Requests for absence must be made in writing (except in an emergency). Requests for exceptional absence (i.e. absence for days other than Religious Festivals, medical or dental appointments or for illness) should be sent to the Deputy Headmaster, or Head of Pre Prep where appropriate, at least 24 hours in advance. All other requests listed above are to be sent to the child's Form Tutor/Teacher.
4. Lambrook follows the guidelines in the "Children Missing Education Policy" (CME) as set out by the Local Authority (In the case of Lambrook this Local Authority is Bracknell Forest Council, a copy of the Policy may be obtained from them).
5. If a child is ill, parents should email or telephone the school before 8.20am on the first day of absence, to explain the reason for the absence.
6. The School shares term dates with parents over a year in advance in order that families can arrange holidays without disrupting their child's education.

Monitoring Attendance and Lateness

7. All attendance registers are completed on iSAMS. Staff responsible for pupil registration are required to follow up reasons for lateness, persistent poor punctuality and absence.
8. The School keeps an electronic record of the Admissions Register on iSAMS and registration status reports are printed off daily. The Attendance Registers are kept in electronic form through iSAMS which is backed up every night on the School server. Registration Status reports are printed out and stored securely. Historical information relating to registration, is stored on the School Information Management System (iSAMS).
9. Pupils are not permitted to mark registers. Only if a pupil is physically present in the classroom can they be marked present.
10. Pupils are usually marked late if they arrive 10 minutes or more after the start of the registration session. If a pupil is late they must sign in at the Main School Office, or Pre Prep Office.
11. The School notifies the local education authority (LEA) for the area in which the School is situated at agreed intervals of the names of any pupils who fail to attend regularly or are absent for more than 10 days other than for reasons of sickness or leave of absence.

Terms and Conditions

A copy of the School's Acceptance of a Place Terms and Conditions are available to prospective parents on confirmation of a place for their child. These Terms and Conditions are available for current parents on the Parent Portal. A copy of these Terms is also available on request from the School's Director of Finance.