



GREENBANK PREPARATORY SCHOOL & DAY NURSERY

ADMISSIONS POLICY

Member(s) of Staff Responsible	Janet Lowe
Date of Current Policy	Spring 2019
Date to be Reviewed	Spring 2021

‘Greenbank aims to provide a caring environment where traditional values of courtesy, respect for others and pride in work enables all children to develop their talents, gain self-esteem and reach their full potential.’

This is a whole school policy which includes the Early Years Foundation Stage, which is the Nursery, Preschool and Reception classes. It also includes temporary workers and volunteers.

RATIONALE:

The long term future and prosperity of Greenbank is dependent on the recruitment of sufficient numbers of children to produce an income that will not only cover the school's costs but allow a surplus to invest in further developments. All staff have a duty and responsibility to promote the school and its ethos. The South Manchester area is extremely competitive with many excellent schools, both at primary and senior ages. Every opportunity must be taken to advertise Greenbank Preparatory School's success and ensure that we continue to be seen as one of the area's leading schools.

INITIAL CONTACT:

It is widely accepted that first impressions are vital. For most customers their first contact with Greenbank will be a phone call requesting a prospectus. The person taking the call should be friendly, informative and efficient. They should also ensure the following:

- That a form is completed for each enquiry. Accuracy of information is important and it is far better to ask people to spell names than to risk causing offence by sending out materials with the wrong spelling. All the information requested on the form is important and unless people refuse to disclose data, each section should be completed.
- A tour of the school with the Headteacher is offered and prospective parents will be directed to the school website for further information about Greenbank.
- A prospectus will be sent out within 24 hours. This will also contain a number of enclosures which should all be up to date.

FOLLOW UP:

Within two weeks of any request for a prospectus, a letter will be sent offering a look around the school. Apart from in exceptional circumstances, the Head will be responsible for all visits. Within one working day of the visit a follow up letter will be

sent to parents depending on circumstances – child coming in for day, limited number of places available etc.

NURSERY PARENTS:

During the Autumn Term all parents of Nursery children eligible to join Preschool in the following September will be sent a prospectus and a personal letter inviting them to visit the school. Nursery parents are guaranteed a place in Preschool for the hours currently in Nursery. Additional hours will be offered on a first come basis. Term time places in Preschool will be offered for children going through Greenbank only. The Nursery Management Team and staff have a responsibility to promote the school and encourage parents to consider transferring at the appropriate age.

SELECTION OF NEW PUPILS:

In Preschool and Reception, children will be selected on a first come basis. For all other year groups children will be expected to spend at least a morning at Greenbank. During this visit their basic literacy and numeracy skills will be assessed during normal classroom lessons/activities. Although Greenbank accepts children with a wide ability range, we will not take children into the school who are likely to take up a disproportionate amount of the Learning Support teacher's time. Children with serious behavioural problems will also be refused places. Pupils will be selected without regard to gender, race or religion. Disability will not bar a pupil from entry to the school as long as it is felt that the individual will be able to access the majority of the curriculum and facilities.

PRE ENTRANCE PROGRAMME:

Once a child has been accepted for entry every effort will be made to make the parents and child feel part of our community. This will include:

- Inviting the child to spend time at Greenbank and meet their future classmates and teacher.
- Sending parents relevant circulars and information bulletins.
- The future class teacher making contact, especially if we feel the child needs to work on certain academic areas prior to entry.

CURRENT PARENTS:

Word of mouth praise from current parents is a vital means of promoting the school. Parents will be paid £100 for any introduction that leads to a child joining Greenbank Preparatory School.