

# Chafyn Grove School Admissions Policy



## Admissions Policy

Chafyn Grove School is a co-educational, independent school for pupils from ages 3 to 13.

The school has approximately 200 pupils, including 15 full Boarders. Deciding on the right school for your child is very important, and we believe that a personal visit, to meet the Headmaster and staff and to see our children in action is invaluable.

We are very happy to welcome prospective parents and their children at any time of the year. In addition, we hold whole school Adventure Activity Mornings and Open Days each term, as well as Pre-Prep open days every Friday. Details are published on our website, on social media and on signs placed outside the school and advertised across Wiltshire and beyond. Please contact our Registrar on Tel. 01722 333423 or email on [office@chafyngrove.co.uk](mailto:office@chafyngrove.co.uk) to arrange a visit.

### The Entry Procedure

Chafyn Grove School is not an academically selective school although we are looking for pupils who would be able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the school.

Every application will be considered on its merits within the School's criteria for selection on grounds of the pupil's ability and aptitude. The School will consider all candidates, but if a child is unable to access the curriculum, formally and informally, and the school is unable to meet their particular needs, the Headmaster where appropriate, will discuss the implications with the parents to provide the best outcome for the child.

Pupils may enter at any stage from 3 years of age in the Nursery depending upon space available. Please contact the Registrar for further details.

### Registration

Following a visit to the school or enquiry, parents will be asked to complete a Registration form and pay a fee of £100. Registration does not reserve a place for a pupil, but means the pupil's name will be placed on the admissions list for the particular year group. The registration fee is non-returnable, whether or not the application for registration is successful.

Following registration, we recommend that prospective pupils join us for a taster day nearer to their starting date, so they can be placed in the appropriate class as well as allowing the pupil to feel prepared before starting at the school. This is an opportunity for the teachers to observe and assess the suitability of the school for the child's individual needs.

### Waiting List

If there are no spaces available, the child will be placed on a waiting list by the Registrar and invited to visit when a place does become available.

## Chafyn Grove School Admissions Policy

Siblings of current pupils are given priority on the waiting list.

### Formal Offer

Once a place has been offered, an Acceptance Deposit of £500 will be payable and a contract will be entered into on valid acceptance by the parent of a formal written offer of a place at the School. A place is then reserved for the pupil after completion of the acceptance and payment of the Acceptance Deposit.

The Acceptance Deposit is returnable as a credit on the child's final term. On completion of the admission procedure, a contract exists between the school and the signatories on the acceptance form, as per the School's terms and conditions (available on the schools website or on request). Withdrawal of a child after this date would only be permitted if one academic term's notice is given in writing or if one term's fees are paid in lieu of notice. The notice must be received by the Headmaster by the first day of term. The Headmaster has the right to require at any time the withdrawal of a child whose behaviour or influence is, in the Headmaster's judgement, unsatisfactory or undesirable. In such cases fees are not remitted.

### Fees

Fees are payable termly in advance and are due by the first day of term.

Late payment of fees will incur interest charges at the rate of 1.5% per day from the date due. Monthly instalments to help parent' to budget for school fees are available through School Fee Plan and further details are available on the School's website.

### Terms & Conditions

Parents must carefully read the current Terms and Conditions (please refer to the School website) prior to signing the acceptance form and pay the required deposit. Once parents have signed the acceptance form, the School's Terms and Conditions become binding and a date of entry is agreed and confirmed in writing with the parents/guardians.

### Bursaries

Chafyn Grove School offers a limited number of bursaries to applicants who can demonstrate financial need through means-testing. Current parents who are experiencing genuine financial difficulties may apply for a bursary by completing a bursary form which is available from the Bursar. Parents will be required to provide detailed financial information to an external company, BAL Ltd, to ensure that bursaries are assessed fairly.

The award of a bursary will be assessed on an annual basis after which time the level of the bursary will be reviewed taking into account the parents' current financial circumstances. The award of bursaries is entirely at the discretion of the Headmaster and Governors. Further details are available from the Bursar.

### Equal Treatment

The School accepts applications from, and admits pupils irrespective of their gender reassignment, race, disability, sexual orientation, religion, belief or special educational needs and will not discriminate on these grounds. The School will treat every application in a fair, open-minded way. Please refer to the ***Equal Opportunity Policy on the School's website for further information.***

Our 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.

## Chafyn Grove School Admissions Policy

### Special Needs

We do not discriminate in any way regarding entry although pupils would need to be able to access the general school curriculum, with the support that our Learning Support Department can provide. We welcome pupils with physical disabilities provided that our site can accommodate them. We require parents of children with special educational needs or physical disabilities to discuss their child's requirements with the Headmaster when they visit. Children with an Educational Psychologist's report or a medical report should bring it to the school so we can be sure that we are able to offer the best provision for them.

We 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.

### Sibling Policy

Most siblings join us at Chafyn Grove School. However, there may be rare occasions where we judge that a sibling is likely to thrive better in a different academic environment.

### Religious Beliefs

Chafyn Grove School has Christian roots, but we do not select for entry on the basis of religious belief and welcome children of all faiths.

### Appeals

If parents/guardians are not satisfied that the process of admissions has been carried out in line with the policy, they should raise their concerns with the Headmaster in the first instance and may appeal in writing to the Chair of Governors (please refer to the School website for contact details).