



Admissions Policy

C18

Dolphin School Trust
inc. Noah's Ark Nurseries

Reviewed by:	Lucy Price (Headteacher)
Last reviewed:	September 2025
Next review:	September 2027

1. Initial Enquiry

- 1.1** The first step in the admissions process is either a telephone call, email or website enquiry to the Admissions Registrar. The name and date of birth of the child will be required to see if there is a place available for him/her in the correct class for the required date. If not, then a waiting list is in operation, on the basis of date of registration, with a first priority for siblings' (of current pupils in Dolphin School and of prospective pupils who are accepted following the trial day), children of Dolphin teachers, and a second priority for children who attend Noah's Ark Nursery Schools.

2. Visit by Parents

- 2.1** The next step is for parents to visit the school. This is to ascertain whether Dolphin School meets the needs of their child and to ensure that the school is satisfied that the parents are willing to support and abide by the school's ethos and policies.

3. Registration and Fee

- 3.1** The child should be registered by sending the Registration Form and Registration Fee to the Registrar. The child will then be put onto the Registration List or the Waiting List.
- 3.2** Once registered data will be held in accordance with GDPR principles and the Dolphin School Data Protection Policy. On registration pupils are recognised under their birth sex (unless they have a gender recognition certificate).
- 3.3** The processes covering deletions from the admissions register are covered in the Child Missing from Education Policy.

4. Entry requirements

- 4.1** For children who will enter Reception Class at the beginning of the academic year (September), a meeting with the parents, as above, will be adequate. A place will be offered, if available, providing there are no exceptional circumstances and at the discretion of the Headteacher. Please also see the Special Educational Needs Policy.
- 4.2** For all other children, who are to join either at a later date in Reception Class or at any time in another year group the school will require the following documents: school history (list of other schools attended and dates), previous school/nursery reports, SATs results (if appropriate), examples of school work (Maths/English), full outside professional agency reports (e.g educational psychologist or speech therapist's reports – even if no longer current) pertaining to any learning difficulties. The school will consider the contents of the documents carefully and will decide whether a Trial Day can be offered, considering a number of factors such as the child's academic ability and his/her social and emotional needs alongside the needs of the existing community. The decision to offer a Trial Day is made by the Head and will be confirmed in writing.
- 4.3** If a Trial Day is offered, the school will consider carefully the needs of the child, the resources available at the school and a number of other factors before deciding whether or not a place can be offered. The Headteacher's decision is final and binding.

- 4.4** If the number of boys and girls becomes so unbalanced as to be detrimental to Dolphin's vision for co-educational primary education, the school reserves the right to make a preferential offer to a boy or girl.
- 4.5** Dolphin School would not, in normal circumstances, offer a place to a sibling of an existing pupil if fees for that pupil are outstanding or if there has been consistent difficulty with fee payment.

5. Offer and acceptance of a place

- 5.1** If a place is offered by the school and accepted by the parent then the receipt of the Acceptance Deposit, Acceptance Form and the signed Terms and Conditions signals that the prospective place has become a confirmed place. The deadline for payment of the Acceptance Deposit is included in the Offer letter. The school reserves the right if the acceptance deposit has not been received by the requested date to offer that place to the next child on the waiting list. Please read the Fee Policy for further details.

6 Conclusion

- 6.1** The Governors and Staff of the School are committed to keeping this policy under regular review, and the Governor responsible will ensure that the matters contained herein are regularly discussed and further developed to the benefit of all users.