



Admissions Policy

Admissions Policy (Including EYFS)

Policy Review Date: September 2025

Reviewed By: A Evans, SLT & Board of Governors

Next Review: September 2026 (or following incident, legislation or interim guidance)

September 2025 Reviewed & ratified by:

Headteacher: Mrs J Callaway

Chair of Governors: Dr Catherine Kidd :

This Policy is available on the school website and up on request.

Updates and Amendments to Policy

Date	Section Heading	Update Details	Page N°
Mar 2018		Reviewed	
Mar 2019		Reviewed	
Sep 2020	Section 2 Points of Entry to Avalon School 2.2 Pre-School & 2.3 Reception	Early Years 30 hours funding scheme – highlighted	5
	Section 3 Admission Process	Updated taster days due to COVID-19 restrictions – highlighted	6
	Appendix D	Early Years 30 Hours Funding Parent Information and Guidance	14
	Appendix E	Wirral Borough Council Universal 15 Hours Parental Agreement Form	22
May 2022	2.3 Reception	Updated – Early Years funding not available to Reception Class children	5
Aug 2025	Updates	Updates in BLUE	
	Section 3	Removal of COVID-19 restrictions paragraph	
	Section 6	Updated Early Years Funding information	6
	Appendix C	Nursery & Pre-School Session Request Form	
	Appendix C,D,E	Renumbers	

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Section 1 Policy Statement

Avalon School is a co-educational, non-denominational, non-selective independent school for children from the age of 2 to 11 years.

Avalon School welcomes children of all faiths, cultures, races and family backgrounds. We are happy to admit a child with a disability as long as both parents/carers and school conclude that we can provide appropriately for the child's specific needs. The school seeks to ensure that disabled prospective pupils are not treated less favourably or unfairly in the admissions process and will take reasonable steps to avoid putting disabled pupils at a substantial disadvantage in matters of admission.

Avalon School welcomes applications for admission from all sections of society and is non-discriminatory in line with the Equality Act (2010) and Equal Opportunities Policy. This applies to all pupils (including within the EYFS setting), and includes inappropriate discrimination on the grounds of: gender; age; religion or belief; physical ability or disability (including HIV status); learning ability; other special educational needs or academic or sporting ability; race (including colour, nationality, ethnicity, family, cultural or linguistic background). These factors are taken into account in the care of our pupils so that care is sensitive to different needs.

Section 2 Points of Entry to Avalon School

At Avalon School our usual entry points are into the Nursery following the child's second birthday, or Pre-School, following a child's third birthday, or into the Reception class following a child's fourth birthday. Places at Avalon School occasionally come up in other years groups and we offer prospective pupils the opportunity to attend a taster day. We warmly welcome prospective parents and pupil to visit school for a personal tour by appointment.

2.1 Nursery (Age 2+)

Children wishing to join the Nursery should have had their second birthday.

If places are available children are invited to settling-in sessions prior to them attending Nursery. Places are allocated on a first come first served basis.

Children may attend Nursery for either morning, afternoon, school day or full day sessions between one and five days per week. Children must attend a minimum of 2 sessions each week. All sessions are to be agreed with the school before the child joins the Nursery. Parents/Carers may increase the number of days or sessions their child attends Nursery, providing there is space available.

We except children to make the transition from Nursery to Pre-School following their third birthday, once out of nappies (unless there is incontinence due to disability).

Nursery Sessions:

Monday to Friday

Full Day:	8am to 6pm
School Day:	8am to 3.30pm
Morning:	8am to 1pm
Afternoon:	1pm to 6pm

See Section 6 of this policy for information regarding 2 Year Old Working Parents Early Years Funding.

2.2 Pre-School (Age 3+)

Children wishing to join the Pre-School should have had their third birthday and should be out of nappies (unless there is incontinence due to disability).

If places are available children are invited to settling-in sessions prior to them attending Pre-School. Places are allocated on a first come first served basis.

Children may attend Pre-School for either morning, afternoon, school day or full day sessions between one and five days per week. Children must attend a minimum of 3 sessions each week. All sessions are to be agreed with the school before the child joins the Pre-School. Parents/Carers may increase the number of days or sessions their child attends Pre-School, providing there is space available.

Parents/Carers will be given the option, to secure a place in the Reception Class for the autumn term following the child's fourth birthday.

Pre-School Sessions:

Monday to Friday

Full Day:	8am to 6pm
School Day:	8am to 3.30pm
Morning:	8am to 1pm
Afternoon:	1pm to 6pm

See Section 6 of this policy for information regarding 3 and 4 Year Old Universal Early Year Funding and Working Parents Early Years Funding

2.3 Reception Class (Age 4+)

Children wishing to join the Reception Class should have had their fourth birthday by 31st August in the year in which they are seeking entry. Parents/Carers of children in the Pre-School are given the option to secure entry, for their child, to the Reception Class. Parents/Carers and children are invited to attend transition sessions during the summer term prior to them commencing Reception Class in the autumn term

Children who are not part of the Pre-School are invited, along with their parents, to attend transition sessions during the summer term prior to them commencing Reception Class in the autumn term

If a child wishes to join Reception Class during the course of the school year and a place is available, then they would be invited to attend a taster day. References and school reports would be requested from the child's current school by Avalon School.

2.4 Year 1 to Year 6 (Age 5+)

Children wishing to join Avalon School in Year 1 to 6, if places are available, would be invited to attend a taster day with the appropriate year group. References and school reports would be requested from the child's current school by Avalon School.

Section 3 Admission Process

To begin the admission process Parents/Carers must complete a Registration Form, signed and return it to the school office with the non-refundable Registration Fee (Nursery & Pre-School £100 per child or Reception to Year 6 £120 (including VAT)). A copy of the Terms and Conditions form part of the Registration Form.

See Appendix A for Nursery & Pre-School Registration Form and Appendix B for Reception to Year 6 Registration form.

Taster day(s) or settling-in sessions will be arranged and agreed.

References, school reports and assessment data will be requested from the child's current school.

Should a place be available and both the parents/carers and the school believe that a place at Avalon School would benefit the child, a place will be offered in writing. If the class is full the child will be placed on a waiting list.

Section 4 Special Educational Needs

Any children who have special educational needs will not be discriminated in any way and as such will be treated in the same way as any other child visiting or attending Avalon School. Avalon School has a designated SENCO Leader and team, it also employs a teacher specialising in dyslexia, dyscalculia or dyspraxia. Refer to SEND Policy.

Section 5 Disabled Children

Avalon School welcomes applications from parents/carers of disabled children. The school has an accessibility plan which is reviewed regularly. The plan outlines the progress and plans of how Avalon School is making the school accessible. Avalon School do all it can to remove barriers to entry.

Avalon School is a non-selective inclusive school and welcome all children who can make the most of the opportunities that we offer, giving the opportunity to flourish in a caring environment. Avalon School treats every child as an individual and welcome child with physical disabilities provided that they can cope with the school site. Refer to Accessibility Plan and Policy.

Parents/Carers of children with a physical disability are advised to discuss their child's requirements with the Headteacher prior to visiting Avalon School to ensure that adequate provision is in place. Parents/Carers should inform the school of any medical needs or other special requirements.

Each pupil with a disability requires special consideration and treatment. If appropriate, adjustments will need to be put in place. Avalon School will discuss thoroughly with parents/Carers and their medical advisers the adjustments that can reasonably be made for their child once a place has been offered and before their child becomes a pupil at Avalon School.

Avalon School recognises that some disabled pupils may also require specialist support from the SEN Team which will discuss issues with parents/carers before their child enters the school. Refer to SEND Policy.

Section 6 Early Years Funding

6.1 2 Year Old Early Years Funding for Working Parents

Avalon Nursery offers limited places for 2 year old Early Years 15 hour funded sessions, for working parents who are eligible. Please note parents/carers who are planning for their child to continue through to Reception class will be given priority for 2 year old 15 hour funded sessions.

Parents/Carers should contact the Nursery Manager or School Business Manager if they wish to be considered for 2-year-old 15 hour funded sessions.

If available and offered the first 15 hours are classed as funded hours, any sessions/hours over and above the funded hours will be charged at the non-funded session rates (current session rates can be found on the school website or upon request from the school office). Parents/carers will be required to complete the Local Authority Funding Form. Any eligibility code will be required to access this funding.

Additional charges for funded sessions are snack(s), lunches and specialist activities.

The term following a child turns 3 years old, they will automatically be eligible for the Universal 15 hours Early Years funding per week that all 3 and 4 years are entitled to (see item 6.2 of this policy). Parents/Carers will not automatically be able to use the extended 15 hours funding they may be eligible for.

If funded sessions are available and offered parents/carers who are eligible to claim the 2 year working parents funding must apply for eligibility codes from the website www.childcarechoices.gov.uk. Parents/Carers must ensure that they renew their eligibility code every 3 months to able Avalon School & Nursery to be able to claim the funding.

Parents/carers will be provided with a Wirral Borough Council Early Years Funding Form to complete and return with a copy of their child's passport or birth certificate to enable Avalon School & Nursery to claim early years funding on their behalf. Parents/Carers are required to complete termly declarations confirming that funding can continue to be claimed by Avalon School & Nursery.

A waiting list is in operation for parents/carers wishing to be considered for 2 year-old 15 hours working parent early years funding.

6.2 3 and 4 Year Old Universal Early Years Funding

Avalon Nursery & Pre-School offers all 3 and 4 year olds the Universal Early Years 15 hours funded sessions. The first 15 hours are classed as funded hours, any sessions/hours over and above these funded hours will be charged at the non-funded session rates (current session rates can be found on the school website or upon request from the school office).

Additional charges for funded sessions are snack(s), lunches and specialist activities.

Parents/carers will be provided with a Wirral Borough Council Early Years Funding Form to complete and return with a copy of their child's passport or birth certificate to enable Avalon School & Nursery to claim early years funding on their behalf. Parents/Carers are required to complete termly declarations confirming that funding can continue to be claimed by Avalon School & Nursery.

6.2 3 and 4 Year Old Extended Early Years Funding for Working Parents

Avalon School & Nursery offers limited 3 and 4 year olds the Early Years 30 hours funded session (made up of 15 Universal funded hours plus 15 Extended Working Parents funded hours) if parents are eligible to claim this additional funding. Please note parents/carers planning for their child to continue through to Reception class will be given priority for a 30 hour funded place.

Parents/Carers should contact the Nursery Manager or School Business Manager if they wish to be considered for 3 and 4-year-old Extended 15 hour funded sessions.

If available and offered the first 30 hours are classed as funded hours, any sessions/hours over and above the funded hours will be charged at the non-funded session rates (current session rates can be found on the school website or upon request from the school office).

Additional charges for funded sessions are snack(s), lunches and specialist activities.

PLEASE NOTE: Parents/Carers who are in receipt of 2 year old working parents 15 hours funded will NOT automatically 3 and 4 year extended 15 hours funding. Parents/carers must contact the Nursery Manager or School Business Manager to check availability.

If funded sessions are available and offered parents/carers who are eligible to claim the Extended 3 and 4 year working parents funding must apply for eligibility codes from the website www.childcarechoices.gov.uk. Parents/Carers must ensure that they renew their eligibility code every 3 months to able Avalon School & Nursery to be able to claim the funding.

Parents/carers will be provided with a Wirral Borough Council Early Years Funding Form to complete and return with a copy of their child's passport or birth certificate to enable Avalon School & Nursery to claim early years funding on their behalf. Parents/Carers are required to complete termly declarations confirming that funding can continue to be claimed by Avalon School & Nursery.

A waiting list is in operation for parents/carers wishing to be considered for 3 and 4 year-old extended 15 hours working parent early years funding.

Section 7 Admissions Register

On accepting a place at Avalon School an entry will be made in the Admissions Register.

The Admissions Register is held in an electronic format; stored on a computer and back-up regularly.

The person responsible for the administration of the Admission Register is the School Business Manager.

The following information is recorded on the Admissions Register:

- Child's Full Name
- Gender
- Parents/Carers Names
- Primary Address (where the child normally resides)
- Secondary Address
- Contact Telephone Numbers
- Child's Date of Birth
- Date of Admission to Avalon School
- Previous School
- Date of Leaving Avalon School
- New School

All information is held in accordance with the Data Protection Act 1998 and the schools Data Protection & GDPR Policy.

For children admitted into years Reception to Year 6, Wirral Borough Council will be informed of the child's admission via Wirral Borough Council's 'New Starters' and 'Addition to Role' forms as soon as possible following the child's first day.

Section 8 Terms and Conditions

A copy of the standard Terms & Conditions can be found on page 4 of the Avalon School Registration Forms. Refer to Appendix A and [Appendix B](#) of this policy.

Section 9 Complaints

Avalon School hope that you and your child do not have any complaints about the admission process, however should you have reason to complain please refer to the Complaints Policy.

APPENDIX A
Avalon School Registration Form – Nursery & Pre-School

Nursery & Pre-School Registration Form

A/C N°



Registration Form

1 Details of Child *Please complete in capitals*

Surname: _____ Date of Birth: _____
 Forename(s): _____ Nationality: _____
 Preferred Name: _____ Gender: (M / F) _____

Date of Entry to Avalon School: _____

Entry into: Nursery A copy of my child's birth certificate / passport is attached
 Pre-School

Please tick ✓

2 Education To Date

Present School/Nursery: _____
 Address: _____
 Post Code: _____ Date Entered: _____
 Telephone N°: _____ Date Leaving: _____

Previous School/Nursery: _____
 Date Entered: _____
 Date Left: _____

3 Parents' Details *Legal guardians – please complete as appropriate*

Parent/Carer Title: _____ Full Name: _____
 Address: _____
 Post Code: _____ Occupation: _____
 Email: _____
 Tel: Home: _____
 Mobile: _____
 Work: _____

Parent/Carer Title: _____ Full Name: _____
 Address: _____
 Post Code: _____ Occupation: _____
 Email: _____
 Tel: Home: _____
 Mobile: _____
 Work: _____

Where parents have different address please indicate where the child lives

Mother:
 Father:
Please tick ✓

Are parents jointly responsible for the child's education?
 If **NO** please supply details separately in confidence.

Yes:
 No:
Please tick ✓

4 Special Educational Needs and Disabilities

Please state any special educational needs, medical needs or disability for which your child will need reasonable adjustment.

5 Learning Support

Has your child ever had a specialist assessment (eg. Educational Psychologist Assessment) or any additional support at their present school/nursery?

Yes:
No:

If YES please specify and give details separately.

Please tick ✓

6 English as an Additional Language

Is English the first language used at home?

Yes:
No:

If NO please specify first language.

Please tick ✓

7 Child's Medical Information

Doctor's Name: _____

Address: _____

Post Code: _____ Tel: _____

Medical Condition: _____

Allergies: _____

Medication: _____

Dietary Requirements: _____

Other Information: _____

Are your child's immunisation injections up to date?

Yes:
No:

Please tick ✓

Can plasters be used on your child?

Yes:
No:

Please tick ✓

I hereby authorise any members of staff of the school to act as *loco parentis* to give consent to such medical treatment as is considered necessary for my child by a qualified medical practitioner.

Yes:
No:

Please tick ✓

8 Photograph Permission

It would greatly help us if you could give your permission for the use of DVD/photographs and website being taken of your child for use either in school or in relevant publications regarding the school, for events that may happen during your child's time at Avalon School e.g. Christmas Concerts, School Visits etc. Any parent is free to withhold permission, and we will then ensure that your child is not included on any photos/DVD published. Equally, a parent can change their initial decision at any time, but this must be in writing.

I hereby give permission for images of my child's to be used by the school

Yes:
No:

Please tick ✓

9 Local Area Visits

I hereby give my permission for my child to take part in local area visits such as walking to church or surrounding area.

Yes:

No:

Please tick ✓

10 School Fees

If school fees are to be paid by a person(s) other than the above named parents/carers (Section 3), please full name(s) and address(es):

Title: _____ Full Name: _____

Address: _____

Post Code: _____

11 Looked After Child

If the above named child (Section 1) is a looked after child (ie under the care of the council / court), please give details of the child's legal contact and those with parental responsibility:

Title: _____ Full Name: _____

Address: _____

Post Code: _____

12 Registration Fee

I / We request that the above named child (Section 1) be registered as a pupil of Avalon School and are paying a non-refundable registration fee of £100.00 by

Cheque (payable to **Avalon School Educational Trust**) and enclosed with this form.

Internet Banking (this can be made within the UK or aboard by using bank details below.)

✓ (please tick payment method).

Bank: **Lloyds** A/C Name: **Avalon School Educational Trust**

A/C N°: **03074431** Sort Code: **30-15-52** IBAN: **GB38LOYD30155203074431** BIC: **LOYDGB21240**

Please use your child's surname as a reference.

13 Terms And Conditions

'Parental responsibility' means all the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property. The mother of a child always has PR and the father of the child would have PR if he is/has been married to the mother, has entered into a PR agreement with the mother, has a court order giving him PR or his name is on the birth certificate if the child is born after December 2004. There may also be cases where a child is subject to a Residence Order or a Special Guardianship Order and in those circumstances the person in whose favour the order has been made would have PR. If a child is subject to a Care Order then the Local authority would have PR. 'A Contact Order' means an order requiring the person with whom a child lives, or is to live, to allow the child to visit or stay with the person named in the order, or for that person and the child otherwise to have contact with each other. There may be some people who do not have PR e.g. grandparents but who have a court saying that they should have contact with the child. There could also be persons for example fathers who have PR and also a contact order.

1. All pupils must attend regularly and punctually, unless prevented by illness or other unavoidable circumstances (Education Act, 1944).
2. If a pupil is absent through contagious illness or contact with infection, the Headteacher must be informed at once.
3. All fees are payable on the first day of term (including any incidental expenses incurred in the previous term), unless arrangements have been made for payment by Direct Debit. If fees are not paid by the due date, an additional amount of interest of 2% per month will be levied on accounts.
4. If, having registered, a pupil withdraws before the start of the term, the first term's fees are chargeable unless a term's notice is given.
5. The Headteacher reserves the right to require the removal of a pupil if in the opinion of the Headteacher, satisfactory standards of work or conduct are not maintained or if in the opinion of the Headteacher the pupil's presence in the school is undesirable, or if the fees are not paid on the first day of term (see 3 above). In the cases of removal due to unsatisfactory work or behaviour, fees for any remaining part of a term are not refundable.

6. A full term's WRITTEN NOTICE is required on or before the first day of a term at the end of which a pupil is to be removed; otherwise a full term's fees must be paid in lieu of notice. Such notice will be acknowledged in writing and parents or carers are advised that only such acknowledgement constitutes acceptance.
7. A successful school must initiate and respond to change. The offer of a place and its acceptance are given on the basis that, in the interests of the school as a whole, reasonable changes may be made from time to time and to these standard terms and conditions, to the size and location for the school, to its premises and facilities, to the structure and composition and classes and the way the school is run, to the rules and disciplinary framework, to the length of the school terms and the school day and to any other aspect of the school. Fee levels will be reviewed each year and there will be reasonable increases from time to time. Parents will be given adequate notice of any significant proposals or changes likely to affect the school community as a whole.

(*Points 8 – 12 additional criteria for Nursery & Pre-School Children Only)

8. *For parents with a child in Pre-School, a letter in Autumn Term will be given asking whether they would like to secure a place for their child in Avalon Reception class the following September.
9. *A minimum of two sessions (a session is either a morning or an afternoon), must be booked for two year olds, and three sessions for three year olds.
10. *If you decide to decrease sessions, a terms notice must be given in relation to fees – i.e. you may decrease your sessions at any time, but no refund will be given for the current term.
11. *Any requests to increase sessions will be considered and given on the first available opportunity. Priority will be given to those children who will be attending Avalon School. These sessions will be charged for at the end of each term on a separate invoice.
12. *Please note that once a starting date has been agreed, if you later choose to postpone or delay your original starting date by more than half a term, this may result in your sessions having to be released and the same sessions cannot be guaranteed until confirmed with your new starting date.
13. All children have the school lunch provided. The only exceptions are on specific medical advice.
14. We believe that these terms and conditions reflect the customs and practice of independent schools and schools for many generations. The rules about change and about notice and fees in lieu of notice and the other rules are provided in good faith. They promote stability, forward planning, proper resourcing and development of the school. They help also to protect parents from increases in fees and liabilities caused by the defaults of others. Any waiver is effective only if given in writing by the Headteacher. The fees list as varied from time to time is part of these terms and conditions. Nothing in these terms and conditions affects the statutory rights of pupils or the persons responsible for fees.
15. By signing this agreement parents are agreeing for their child to take part in performances and activities that may be photographed or videoed for school use only.
16. The signature of Parents or Carers below constitutes acceptance of the terms and conditions stated.

14 Parent(s)/Carers(s) Signature

By signing this form I / We agree for you to apply to my child's current school for a report and reference (for entry into Year 1 to Year 6 only).

By signing this form I / We agreed to the terms and conditions set out above and in accordance with Avalon School's Admissions Policy.

Signed: _____ Signed: _____
 Parent/Carer Parent/Carer

Print Name: _____ Print Name: _____

Date: _____ Date: _____

<i>For Avalon School Use Only</i>			
Registration Fee Received	<input type="checkbox"/>	Invoice Issued	<input type="checkbox"/>
Confirmation Letter Sent	<input type="checkbox"/>	Admission Completed	<input type="checkbox"/>
Start Date Agreed	<input type="checkbox"/>	Copies to Accounts & Nursery	<input type="checkbox"/>

APPENDIX B

Avalon School Registration Form – Main School (Reception to Year 6)

Main School Registration Form (Reception to Year 6)

A/C N°	
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Registration Form

1 Details of Child

Please complete in capitals

Surname: _____ Date of Birth: _____
Forename(s): _____ Nationality: _____
Preferred Name: _____ Gender: (M / F) _____

Date of Entry to Avalon School: _____

Entry into: Reception Year 1 Year 2 Year 3 Year 4 Year 5 Year 6
Please tick ✓ A copy of my child's birth certificate / passport is attached

2 Education To Date

Present School/Nursery: _____
Address: _____
Post Code: _____ Date Entered: _____
Telephone N°: _____ Date Leaving: _____
Previous School/Nursery: _____
Date Entered: _____
Date Left: _____

3 Parents' Details

Legal guardians – please complete as appropriate

Parent/Carer Title: _____ Full Name: _____
Address: _____
Post Code: _____ Occupation: _____
Email: _____
Tel: Home: _____
Mobile: _____
Work: _____

Parent/Carer Title: _____ Full Name: _____
Address: _____
Post Code: _____ Occupation: _____
Email: _____
Tel: Home: _____
Mobile: _____
Work: _____

Where parents have different address please indicate where the child lives
Mother: Father: *Please tick* ✓
Are parents jointly responsible for the child's education?
If **NO** please supply details separately in confidence.
Yes: No: *Please tick* ✓

4 Special Educational Needs and Disabilities

Please state any special educational needs, medical needs or disability for which your child will need reasonable adjustment.

5 Learning Support

Has your child ever had a specialist assessment (eg. Educational Psychologist Assessment) or any additional support at their present school/nursery?

Yes:

No:

If YES please specify and give details separately.

Please tick ✓

6 English as an Additional Language

Is English the first language used at home?

Yes:

No:

If NO please specify first language.

Please tick ✓

7 Child's Medical Information

Doctor's Name: _____

Address: _____

Post Code: _____ Tel: _____

Medical Condition: _____

Allergies: _____

Medication: _____

Dietary Requirements: _____

Other Information: _____

Are your child's immunisation injections up to date?

Yes:

No:

Please tick ✓

Can plasters be used on your child?

Yes:

No:

Please tick ✓

I hereby authorise any members of staff of the school to act as *loco parentis* to give consent to such medical treatment as is considered necessary for my child by a qualified medical practitioner.

Yes:

No:

Please tick ✓

8 Photograph Permission

It would greatly help us if you could give your permission for the use of DVD/photographs and website being taken of your child for use either in school or in relevant publications regarding the school, for events that may happen during your child's time at Avalon School e.g. Christmas Concerts, School Visits etc. Any parent is free to withhold permission, and we will then ensure that your child is not included on any photos/DVD published. Equally, a parent can change their initial decision at any time, but this must be in writing.

I hereby give permission for images of my child's to be used by the school

Yes:

No:

Please tick ✓

9 Local Area Visits

I hereby give my permission for my child to take part in local area visits such as walking to church or surrounding area.

Yes:

No:

Please tick ✓

10 School Fees

If school fees are to be paid by a person(s) other than the above named parents/carers (Section 3), please full name(s) and address(es):

Title: _____ Full Name: _____

Address: _____

Post Code: _____

11 Looked After Child

If the above named child (Section 1) is a looked after child (ie under the care of the council / court), please give details of the child's legal contact and those with parental responsibility:

Title: _____ Full Name: _____

Address: _____

Post Code: _____

12 Registration Fee

I / We request that the above named child (Section 1) be registered as a pupil of Avalon School and are paying a **non-refundable registration fee of £120.00 (inc VAT)** by

Cheque (payable to **Avalon School Educational Trust**) and enclosed with this form.

Internet Banking (this can be made within the UK or aboard by using bank details below.)

✓ (please tick payment method).

Bank: **Lloyds** A/C Name: **Avalon School Educational Trust**

A/C N°: **03074431** Sort Code: **30-15-52** IBAN: **GB38LOYD30155203074431** BIC: **LOYDGB21240**

Please use your child's surname as a reference.

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1. All pupils must attend regularly and punctually, unless prevented by illness or other unavoidable circumstances (Education Act, 1944).
2. If a pupil is absent through contagious illness or contact with infection, the Headteacher must be informed at once.
3. All fees are payable on the first day of term (including any incidental expenses incurred in the previous term), unless arrangements have been made for payment by Direct Debit. If fees are not paid by the due date, an additional amount of interest of 2% per month will be levied on accounts.
4. If, having registered, a pupil withdraws before the start of the term, the first term's fees are chargeable unless a term's notice is given.
5. The Headteacher reserves the right to require the removal of a pupil if in the opinion of the Headteacher, satisfactory standards of work or conduct are not maintained or if in the opinion of the Headteacher the pupil's presence in the school is undesirable, or if the fees are not paid on the first day of term (see 3 above). In the cases of removal due to unsatisfactory work or behaviour, fees for any remaining part of a term are not refundable.

6. A full term's WRITTEN NOTICE is required on or before the first day of a term at the end of which a pupil is to be removed; otherwise a full term's fees must be paid in lieu of notice. Such notice will be acknowledged in writing and parents or carers are advised that only such acknowledgement constitutes acceptance.
7. A successful school must initiate and respond to change. The offer of a place and its acceptance are given on the basis that, in the interests of the school as a whole, reasonable changes may be made from time to time and to these standard terms and conditions, to the size and location for the school, to its premises and facilities, to the structure and composition and classes and the way the school is run, to the rules and disciplinary framework, to the length of the school terms and the school day and to any other aspect of the school. Fee levels will be reviewed each year and there will be reasonable increases from time to time. Parents will be given adequate notice of any significant proposals or changes likely to affect the school community as a whole.

(*Points 8 – 12 additional criteria for Nursery & Pre-School Children Only)

8. *For parents with a child in Pre-School, a letter in Autumn Term will be given asking whether they would like to secure a place for their child in Avalon Reception class the following September.
9. *A minimum of two sessions (a session is either a morning or an afternoon), must be booked for two year olds, and three sessions for three year olds.
10. *If you decide to decrease sessions, a terms notice must be given in relation to fees – i.e. you may decrease your sessions at any time, but no refund will be given for the current term.
11. *Any requests to increase sessions will be considered and given on the first available opportunity. Priority will be given to those children who will be attending Avalon School. These sessions will be charged for at the end of each term on a separate invoice.
12. *Please note that once a starting date has been agreed, if you later choose to postpone or delay your original starting date by more than half a term, this may result in your sessions having to be released and the same sessions cannot be guaranteed until confirmed with your new starting date.
13. All children have the school lunch provided. The only exceptions are on specific medical advice.
14. We believe that these terms and conditions reflect the customs and practice of independent schools and schools for many generations. The rules about change and about notice and fees in lieu of notice and the other rules are provided in good faith. They promote stability, forward planning, proper resourcing and development of the school. They help also to protect parents from increases in fees and liabilities caused by the defaults of others. Any waiver is effective only if given in writing by the Headteacher. The fees list as varied from time to time is part of these terms and conditions. Nothing in these terms and conditions affects the statutory rights of pupils or the persons responsible for fees.
15. By signing this agreement parents are agreeing for their child to take part in performances and activities that may be photographed or videoed for school use only.
16. The signature of Parents or Carers below constitutes acceptance of the terms and conditions stated.

14 Parent(s)/Carers(s) Signature

By signing this form I / We agree for you to apply to my child's current school for a report and reference (for entry into Year 1 to Year 6 only).

By signing this form I / We agreed to the terms and conditions set out above and in accordance with Avalon School's Admissions Policy.

Signed: _____ Signed: _____
 Parent/Carer Parent/Carer

Print Name: _____ Print Name: _____

Date: _____ Date: _____

<i>For Avalon School Use Only</i>			
Registration Fee Received	<input type="checkbox"/>	Invoice Issued	<input type="checkbox"/>
Confirmation Letter Sent	<input type="checkbox"/>	Admission Completed	<input type="checkbox"/>
Start Date Agreed	<input type="checkbox"/>	Copies to Accounts & Nursery	<input type="checkbox"/>

APPENDIX C
Nursery & Pre-School Session Request Form



Nursery & Pre-School Sessions Request Form

Child's Name: _____

As you have shown an interest for a place for your son/daughter at Avalon School nursery, it would assist us if we could have as much information regarding the sessions you would like your son/daughter to attend.

Please indicate (✓) all the initial sessions you will require by ticking the appropriate boxes. Please note that a minimum of 2 days/sessions must be booked for 2 year olds, and a minimum of 3 days/sessions booked for 3 year olds. Thank you.

I would like the sessions below to start from: _____ Month _____ Year

	Monday	Tuesday	Wednesday	Thursday	Friday
8.00am to 6.00pm					
8.00am to 3.30pm					
8.00am to 1.00pm					
1.00pm to 6.00pm					

If you would like to increase or change your initial hours as your child progresses, please indicate (✓) below the required sessions and the approximate date you would like to these to start;

I would like the sessions below to start from: _____ Month _____ Year

	Monday	Tuesday	Wednesday	Thursday	Friday
8.00am to 6.00pm					
8.00am to 3.30pm					
8.00am to 1.00pm					
1.00pm to 6.00pm					

Please indicate, by ticking the appropriate box, which drink you would like your son/daughter to have when they attend nursery:

Milk Water

Early Year Funding

Please indicate (✓)

Would you like to be considered for 2 year working parents 15 hours funding

Would you like to be considered for 3 & 4 year working parents extended 15 hours funding

Parents/carers are responsible to renewing eligibility codes for working parent funding every 3 months.

PLEASE NOTE:

A waiting list is in operation should we not be able to offer the 2 year 15 hours and 3 and 4 year old extended 15 hours funding for working parents straight away.

Avalon School will automatically claim the Universal 15 hours per week Early Years Funding on your behalf. Universal 15 hours funding can be claimed the term after your child's third birthday. A Local Authority Funding Form will be provided as appropriate.

By giving us as much information as possible now, we can provide the best service to all of our parents.

Please note that all the above requested sessions are subject to confirmation and are not guaranteed until you have received confirmation in writing. A term's notice must be given for those sessions no longer required, otherwise a term's fees for those sessions will be charged.

Please provide below any other information your feel relevant in assisting the Nursery and Pre-School staff help your child settle into Avalon School & Nursery.

APPENDIX D
Taster Day Contact Details Forms



Taster Day Contacts Form

1 Details of Child

Please complete in capitals

Surname: _____ Date of Birth: _____
Forename(s): _____ Nationality: _____
Preferred Name: _____ Gender: (M / F) _____

Taster Day: Nursery Year 1 Year 4
 Pre-School Year 2 Year 5
 Reception Year 3 Year 6 *Please tick* ✓

2 Parents' Contact Details

Legal guardians – please complete as appropriate

Father/Carer Title: _____ **Full Name:** _____
Address: _____
Post Code: _____
Email: _____
Tel: Home: _____
 Mobile: _____
 Work: _____

Mother/Carer Title: _____ **Full Name:** _____
Address: _____
Post Code: _____
Email: _____
Tel: Home: _____
 Mobile: _____
 Work: _____

3 Other Emergency Contact Details

Legal guardians – please complete as appropriate

Contact 1 Title: _____ **Full Name:** _____
Tel: Home: _____
 Mobile: _____
 Work: _____

Contact 2 Title: _____ **Full Name:** _____
Tel: Home: _____
 Mobile: _____
 Work: _____

4 Parent(s)/Carers(s) Signature

Signed: _____ Dated: _____
 Parent/Carer

APPENDIX E
Taster Day Medical & Dietary Details Form



Taster Day Medical & Dietary Form

1 Details of Child

Please complete in capitals

Surname: _____ Date of Birth: _____
 Forename(s): _____ Nationality: _____
 Preferred Name: _____ Gender: (M / F) _____

Taster Day: Nursery Year 1 Year 4
 Pre-School Year 2 Year 5
 Reception Year 3 Year 6 *Please tick* ✓

2 Child's Medical Information

Doctor's Name: _____
 Address: _____
 Post Code: _____ Tel: _____
 Medical Condition: _____
 Allergies: _____
 Medication: _____
 Dietary Requirements: _____
 Other Information: _____

Are your child's immunisation injections up to date?

Yes:
 No:

Please tick ✓

Can plasters be used on your child?

Yes:
 No:

Please tick ✓

I hereby authorise any members of staff of the school to act as *loco parentis* to give consent to such medical treatment as is considered necessary for my child by a qualified medical practitioner.

Yes:
 No:

Please tick ✓

3 Parent(s)/Carers(s) Signature

Signed: _____ Dated: _____
 Parent/Carer