



ADMISSIONS POLICY

This policy applies to the whole school including the Early Years Foundation Stage (EYFS) is publicly available on the school website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office.

Owner: Emma Redgrave

Effective Date: September 2025 Review Date: September 2026

Introduction

Our Headteacher applies the regulations on admissions fairly and equally to all those who wish to attend this school.

Legal Status:

Complies with Part 6, paragraph 32 (3)(a) of the Education (Independent School Standards) (England) (Regulations 2014 in force 5th January 2015.)

Part 3 of the Children and Families Act 2014 and the *SEN Disability Code of Practice, 0-25 years 2014 (SEND Code 2015)*

Aims and objectives

- We seek to be an inclusive school, welcoming children from all backgrounds. No child is refused entry on the grounds of race, ethnicity, gender, religion or sexual orientation.
- All applications will be treated on merit, and in a sensitive manner.
- The only restriction we place on entry is that of number. It is our wish for parents and carers to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available.

Monitoring and review

- This policy will be subject to continuous monitoring, refinement and audit by the Headteacher.
- The Proprietor will undertake a formal review of this policy for the purpose of monitoring the efficiency with which the related duties have been discharged, by no later than **September 2026** from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed: *E.Redgrave*

Miss Emma Redgrave
Headteacher

Contact address for the Headteacher

The Headteacher of the school is Miss Emma Redgrave, whose address for correspondence during both term-times and holidays is 1 Eastwood Road, Goodmayes, Ilford IG3 8UW and whose telephone number is 0208 590 5472. The email address is admin@eastcourtschool.org.uk and the website is: www.eastcourtschool.co.uk



Admissions

- 1.1 The intended annual number of admissions is 48 – two classes of 24 grouped after screening, separating the more confident (often those with an earlier birthday, though this is not a criterion).
- 1.2 Eastcourt maintains well-subscribed waiting lists for entry to the school. Before entry parents are invited to Open Days and personal appointments to tour the school on a working day. When children start in September they have a full day with the initial emphasis on settling into the routine and making friends. Parents bring children into the classroom in the mornings at this stage.
1. **STEPPING STONES AT THE OAKS ACTIVITY CENTRE**
- 2.1 Children join Stepping Stones in the month following their second birthday. Existing families are considered first in order of application. Remaining places are given to other families in a similar way. There is no screening for Stepping Stones – many children move on to Eastcourt, but children also continue their education in other schools, both state and independent.
2. **RECEPTION**
- 3.1 Applications are ordered as follows:
 1. existing families
 2. Stepping Stones children
 3. other applications
- 3.2 Screening sessions are held during the Christmas holiday. In groups of up to 14, children attend an informal assessment of their listening and communication skills and manual dexterity. The activities used include stories, nursery rhymes, observations of pictures, knowledge of colours, colouring or similar for hand control, and awareness of numbers.
- 3.3 We consider not only the results of the above, but also concentration, behaviour and willingness to participate.
4. **KS1 PLACES**
- 4.1 If a child leaves, testing is offered to those on the waiting list. Children who remain on the waiting list can be retested after one year. Reading and understanding, sentence writing and basic maths skills are assessed.
5. **7+ TESTS**
- 5.1 The 7+ test comprises papers covering all areas of maths, together with English reading, writing and comprehension. Sometimes a reasoning test is included, and candidates have the opportunity to speak individually to Mrs Redgrave about their current school and their interests. Playground behaviour is monitored.
- 5.2 Should places become available later in the juniors then testing is given similar to 7+ but at the appropriate level.
- 5.3 All testing is carried out by Mrs Redgrave and Miss Redgrave.
6. **RESULTS**
- 6.1 Results are communicated with parents directly or sent by letter. The parents of unsuccessful applicants are given the choice of remaining on the waiting list and will often discuss the results with Mrs Redgrave personally, in order to prepare their child as thoroughly as possible for a re-sit.