



AZBUKA Russian-English Bilingual school

ADMISSIONS POLICY

- Data Protection Act 1998
- Human Rights Act 1998
- The Independent schools Standards (2014/15, 2016/7 updates)
- Freedom of Information Act 2000
- Education and Skills Act 2008
- School Information (England) Regulations 2008
- Equality Act 2010
- Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 & The Equality Act 2010 (Specification of Relevant Welsh Authorities) Order 2011
- School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012
- AZBUKA Foundation Schemes and Philosophy
- AZBUKA Special Needs and Inclusion Policy

The AZBUKA Russian-English primary school is open to all children and families regardless of nationality, race, religion and languages spoken in the family.

We as a school community have a commitment to promote equality.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Role of the Governing Body

The Governing Body, as the admissions authority, has:

- a duty to consider all applications to this school fairly and openly;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- in place an Admissions Committee or person responsible for admissions;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy (EYFS);

- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- nominated a link governor/trustee to:
 - visit the school regularly;
 - work closely with the Headteacher;
 - ensure this policy and other linked policies are up to date;
 - ensure that everyone connected with the school is aware of this policy;
 - annually report to the Governing Body on the success and development of this policy.
- responsibility for the effective implementation, monitoring and evaluation of this policy (committee meetings)

Role of the Headteacher/Admission officer

The Headteacher in conjunction with the Admissions officer or head of office:

- ensure all prospective parents are fully aware of the:
 - admissions criteria;
 - how to apply;
 - appeal process (if any);
- ensure that all applications are looked at fairly and openly;
- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor and AZBUKA Committee;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
- annually review the admissions criteria (including priorities and preferences given to siblings, children attended the AZBUKA Nursery and children where Russian/English spoken in the family)
- annually review the registration and admissions procedures and admissions contact details
- annually report to the Governing Body on the success and development of this policy.

Role of Parents/Carers

Parents/carers must:

- be aware of and comply with this policy;
- apply by using the appropriate registration and admissions procedures (attached);
- be aware of the deadline for admission applications;

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Prospectus
- the school website
- the school open days
- education fairs and conferences
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters

Training

Training/Induction will be provided by the Head teacher/Admissions officer or Deputy head and the nominated governor/trustee in conjunction with:

- School Ethos and Philosophy
- Admission and Attendance Registers
- Equality
- Inclusion

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor and the AZBUKA Committee

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement (annual review)

Disability

We welcome the children with disabilities. At present the facilities for disable children are limited. However, the AZBUKA School will do everything that is reasonable to ensure that the School bilingual curriculum and policies can be accessed by all those families and children who meet the admissions criteria

Supporting documents and disclosures:

Parents and families will be asked to disclose any circumstances relating to their children's health, allergies, disabilities or learning difficulties and special needs by filling the relevant section of the application form, enclosing any medical documents from UK or abroad (if applicable), tests or assessments as well as the transfer summary from the child's previous school or annual reports (if

applicable). In case of application for scholarship and bursaries other documents should be provided (example: proof of family income). We will also need to see the parents' and child's valid passport/resident permit or visa as proof of the parent/child identity, the child's date of birth and the parent legal status in the UK.

Bursaries and grants:

AZBUKA aims to implement a well-managed and planned fundraising strategy aiming for the sustainable safe development and operational work of the Foundation.

1 **The AZBUKA Nursery (2-5)** is on the Early Years Directory of Providers. We receive the government funding for 2/3/4 year old children (subject to meeting the relevant criteria) as well as childcare vouchers/other government support. Please contact school office for more information.

2 **The AZBUKA Primary School (5-11)**. Few bursaries or grants might be available for lower income families. Parents applying for a Primary school bursary should write to the AZBUKA Committee with the enclosed documents, showing the income of the family.

Age:

We may offer (on occasions) places to "border" children, who are ahead or behind their standard year groups (in re to the educational practice and legislation of England). The decision will be made by the School, in some cases after a trial period of few weeks.

ADMISSION 2017-2018

Nursery. By place on the waiting list.

Primary school. By waiting list. Priority is given to children who have attended the AZBUKA Nursery and to siblings of the Nursery and School children.

Year 1 (5 years old) – admission by interview only. A good balance of Russian and English is required (Russian language competence being more important at this stage).

Year 3 (7/8 years old) – admission by interview and entry examinations in English, Russian and maths.

REGISTRATION AND ADMISSION PROCEDURE 2017-2018

Registration and admission (throughout the academic year)

- Register your interest by completing the registration form on our website: www.azbukafoundation.org
- We will confirm receipt of your form and place your name on the waiting or mailing list.
- We will invite you to attend the next open day and/or visit the nursery or school.

- We will arrange for you and your child to come for an assessment, interview or an examination if necessary.
- An admission pack and welcome letter will be sent to you with all relevant instructions and forms.
- The school (the Admission officer/headteacher) will consider the application with all the supporting documents and disclosures. *The families applying for the AZBUKA Foundation bursary should enclose a Bursary application Letter (free style and form) to the AZBUKA Foundation Committee with all the supporting documents showing the income of the family.*
- The child is accepted (with the admission date stated) and starts Azbuka on receipt of all the necessary documentation and the deposit/first term's fees, where applicable.

Contacts

AZBUKa Russian-English bilingual school

VERNON ROAD, LONDON, SW14 8NH, England

Contact details (admission and general enquiries):

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www.azbukafoundation.org

school office telephone number: 0208 392 22 86