AZBUKA Russian-English Bilingual School
ADMISSIONS POLICY AND
Admission PROCEDURES

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 do not discriminate against candidates and pupils on the grounds of race, religions, sexual orientation, gender and disability.
Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our AZBUKA school community and the rights and freedoms of others.

We believe it is essential that this policy clearly identifies and outlines the admission criteria and procedures as well as the roles and responsibilities of all those involved in the procedures and arrangements that is connected with Admission Policy of the school.

ADMISSION

Nursery/Reception (2-4 y.o.). Admission by: availability of places, waiting list, interview with the families/guardians, observations of the child, reports, assessments (if applicable) and supporting documents as well as special circumstances

School. Year 1 (5 +) – Year 6 (10+). Admission by: availability of places, waiting list, assessments results (language/maths (if applicable)), interview with the families/guardians, reports and supporting documents as well as special circumstances

AZBUKA Russian-English Bilingual Primary school is a selective academic school.

The Nursery, Reception and/or School can be oversubscribed. If we have to decide between two or more candidates who meet our requirements after all appropriate allowances and special considerations have been given, priority may be given to:

- ✓ siblings (currently in Azbuka School or Nursery)
- ✓ a child of the current Azbuka school or nursery teacher
- ✓ child attended Azbuka Nursery or Reception (for school entry only)
- ✓ child of a particular talent or aptitude
- ✓ a child from a Russian speaking family

The School's decision is final and there is no right of appeal.

REGISTRATION AND ADMISSION PROCEDURE

Registration and admission (throughout the academic year).

- **Register your interest** by completing the Registration for Intake Form on our website.
- We will confirm the receipt of your form and place your child's name on the waiting and mailing list.
- We will invite you to attend the next Open Day and/or visit the Nursery or School.
- **Admission process for the following academic year normally opens** in March. Letters and Short Registration form are sent to the parents on the waiting list. We will arrange for you and your child to come for an interview/assessment, or an examination (School from Year 1); and interview /visit (Nursery/Reception).
- **Deadline. You confirm your acceptance by sending back the signed Short Registration Form and non-refundable administration fee of £50 + VAT.** Any supporting documents (covering letters, medical assessments (if applicable), reports) should be received by the school by the date of the interview, visit or/and assessment day. If any child requires a bursary, the school should also be informed prior to the interview. We will also require any reports (character or academic) from the current or last nursery or school – local or those from abroad. We will make any reasonable adjustments during the admission/interview/examination process for the children with SEND or disability. The assessments/documents will be reviewed by the school prior to the Interview and the parents will be contacted to discuss any special arrangements.
- **The parents will be offered a day/time slot for an interview/examination/visit.**
- **Successful candidates will receive the official letter offering a provisional place for the child**. An Admission Pack will be sent to you with all relevant instructions, forms and Terms and Conditions.
- The child is officially admitted to Azbuka on receipt of all the necessary documentation of the Admission Pack and the **main school deposit (£2,000).** The deposit is not refunded if the pupil is withdrawn prior to formal entry. The deposit is refunded on request when the child leaves school and the parents give a school a full term notice in writing.
- If we cannot accommodate the successful candidate, pupil's name is carried forward and kept on the **Reserve List** until a place becomes available.
- All unsuccessful candidates will be informed in writing.

ADDITIONAL FACTORS:

- **Disability (SEND)**

  We welcome the children with disabilities. At present, the facilities for disable children are limited. However, the AZBUKA School will make all reasonable adjustments 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, assessments, tests results from UK/British specialists supported by those made abroad (if applicable), reports 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 and those who met all admission criteria. 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. The decision will be made by the School, in some cases after a trial period of few weeks.

ROLES AND RESPONSIBILITIES

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)

Contacts

AZBUKA Russian-English Bilingual Primary School and Nursery

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