



Admissions terms and conditions

Phase of school this policy relates to (*please highlight*)

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|-------------|---------|-----------|---------------------|
| Early Years | Primary | Secondary | Whole School |
|-------------|---------|-----------|---------------------|

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| Date created: | 06/2019 |
| Date reviewed: | 05/2023 |
| Next review date: | 05/2024 |

Admissions to LWS:

In order to be considered for a place at Liberty Woodland School, Primary or Secondary phase, prospective parents must attend an open day, followed by booking the child onto a taster day. This also applies to all current Liberty Woodland Primary school pupils wishing to join Liberty Woodland School secondary phase.

Following attendance at an open and subsequently a taster day, dependent upon availability, offers of places will be made to families registered on the appropriate waiting list.

An offer of a place for your child at Liberty Woodland School is accepted by submitting a completed enrolment form and paying the deposit and enrolment fee.



Primary School Admissions

Waiting List Registration Fee

A registration Fee is payable by parents wishing to register their interest in a place for their child at Liberty Woodland School (LWS). This fee is used to defray administration costs associated with the admissions procedure. The fee is currently £100 per child and is non-refundable.

Parents should note that payment of the Registration Fee does not guarantee the offer of a place. Payment of Registration Fee places you on a waiting list for a place.

School Enrolment Fee & Deposit

An Enrolment Fee (£750) and Deposit (£1250) is payable by parents on acceptance of the offer of a place at the school. On receipt of the Enrolment Fee and Deposit, the School guarantees a place for the pupil for an agreed start date in an agreed year group. The Enrolment Fee and Deposit is payable for each child within a family and there is no discount of the Enrolment Fee and Deposit for siblings. The Enrolment Fee is fully non-refundable.

Refund of Enrolment Deposit prior to admission

The Deposit is requested to protect the school's interests and to ensure that all places are offered to genuine applicants.

Moreover, by offering a place to a child, the school loses the ability to offer that place to a child on the waiting list or a child yet to apply to the School.

For pupils joining LWS in September, the start of a new academic year, no refund will be given if a child is withdrawn after 1st January of the year that the child was due to start school. If a child is withdrawn the calendar year before the year that the child was due to start school, the £1500 Deposit will be refunded.

For pupils joining LWS midyear, no refund is given if a child is withdrawn within 6 months of the date the child was due to start school.

If a child is withdrawn from admission with less than one terms notice prior to start date, the first terms fees will need to be paid.



Secondary School Admissions

Waiting List Registration Fee

A registration Fee is payable by parents wishing to register their interest in a place for their child at Liberty Woodland School (LWS). This fee is used to defray administration costs associated with the admissions procedure. The fee is currently £125 per child and is non-refundable.

Parents should note that payment of the Registration Fee does not guarantee the offer of a place. Payment of Registration Fee places you on a waiting list for a place.

School Enrolment Fee & Deposit

An Enrolment Fee (£1000) and Deposit (£1500) is payable by parents on acceptance of the offer of a place at the school. On receipt of the Enrolment Fee and Deposit, the School guarantees a place for the pupil for an agreed start date in an agreed year group. The Enrolment Fee and Deposit is payable for each child within a family and there is no discount of the Enrolment Fee and Deposit for siblings. The Enrolment Fee is fully non-refundable.

Refund of Enrolment Deposits prior to admission

The Deposit is requested to protect the school's interests and to ensure that all places are offered to genuine applicants.

Moreover, by offering a place to a child, the school loses the ability to offer that place to a child on the waiting list or a child yet to apply to the School. No refund is offered if a child is withdrawn after 1st January of the year that the child was due to start school. If a child is withdrawn the calendar year before the year that the child was due to start school, the £1500 Deposit will be refunded.

If a child is withdrawn from admission with less than one terms notice prior to start date, the first terms fees will need to be paid.

Refund of Enrolment Deposit after admission

It is desirable for a child to complete the academic year before any departure. It is the presumption of LWS that if a child is to leave it will be at the end of the Summer Term.

Payment of the Enrolment Deposit unequivocally indicates to the school that parents have decided that their child will attend LWS from an agreed date and will complete full academic years. If a child leaves LWS at the end of an academic year, then the Deposit held will be refunded in full (less any outstanding disbursements) at the end of the Summer Term.

If a child leaves mid-year, 50% of the Deposit (£750) will be refunded at the end of the



relevant term. Paying a term's fees less the Deposit at the start of the final term is NOT permissible.

Primary and secondary school withdrawals

Withdrawal and giving notice

- One full term's notice in writing is required to withdraw an enrolled pupil from Liberty Woodland School. It should be given in writing to: office@libertywoodlandschool.com. If such notice is not given, a term's fees in lieu of notice will become due immediately and the deposit not returned.
- Notice must be given on or prior to the first day of the term.
- During the notice period the school undertakes to continue to admit the child and the parent undertakes to pay all fees due.
- In the event of the parent failing to pay the one full term fees the child's place shall be immediately withdrawn and the school shall be entitled to serve a formal demand for payment of such monies which may incur additional charges.
- Failure by the parent to provide one terms' notice or any notice at all shall render the parent liable to the school for one terms' fees and their deposit. Upon payment of the terms' fees, the parent's deposit will be refunded.

School fees

- School fees per child in 2023-24 per term, paid in advance of each term.

| Year | Fee | Timeframe |
|--------------------|------------|------------------|
| Reception - Year 6 | £5,072 | Per Term |
| Year 6-9 | £5,372 | Per Term |



- There will be an additional cost for minibus transfers at £676 per term.
- Fees are due and payable before the first day of each term and by invoice due date. A child may be excluded and unable to attend until fees are paid for the term. A monthly payment plan may be set up at the discretion of the school.

Fee payments are due by the following dates throughout the year for each term;

| | |
|--------------|---------------|
| Autumn Term: | 25th July |
| Spring Term: | 25th November |
| Summer Term: | 25th March |

Payment plans

Term fees will be split into 3 instalments, any additional charges or credits will be applicable to your 1st instalment only. Instalments will be due by the following dates throughout the year for each term;

Autumn Term:

- 1st Instalment - 25th July
- 2nd Instalment - 25th August
- 3rd Instalment - 25th September

Spring Term:

- 1st Instalment - 25th November
- 2nd Instalment - 25th December
- 3rd Instalment - 25th January

Summer Term:

- 1st Instalment - 25th March
- 2nd Instalment - 25th April
- 3rd Instalment - 25th May

- Any late payment of fees will incur a £5.00 late payment fee per 24 hours of non-payment. If the balance is not settled in full, including late payment fees within 14 days of invoice due date, the child will no longer be able to attend Liberty Woodland School.
- In the event that there is a fee balance owed by a family for a child, the deposit for any siblings would not be returned whilst there is an outstanding balance.
- Review: School fees, minibus fees and extras are subject to annual review and periodical increase. Parents will be informed at least 8 weeks before any price increases become effective.



Primary and Secondary Offers

Priority is given to siblings of enrolled children.

Offers will be made according to position on the waiting list, providing we can meet the needs of the child and believe we will be a good fit for the family

Before offers of places are made we will require a recent school/nursery report for your child and details of any IEP or EHCP for your child. You and your child may also be invited to attend a taster day at Liberty Woodland School. Each child is unique with individual needs and we want to be sure that we can offer your child and indeed your family the experience that you need in the primary years.

Sibling enrolment

Siblings of enrolled pupils will be given priority for places; siblings will still need to be added to the waiting list and full enrolment fees paid.

Progression for children enrolled at Liberty Woodland Primary into Liberty Woodland Secondary

Priority for placement at our secondary school goes to Liberty Woodland Primary School enrolled children. Parents must engage in the admissions process for secondary, including attending secondary open days to ensure they understand the rigour and scope of the IB curriculum and are confident this is the right secondary school for their child.

To accept a secondary school place offer, a deposit of £1500 will be required before 1st September in the year children progress into year 6. Deposits already used to secure a primary place can be used towards this Deposit. No Enrolment Fee is required.

The £1500 deposit is requested to protect the school's interests and to ensure that all places are offered to families who intend to continue their journey with LWS.

Moreover, by offering a place to a child, the school loses the ability to offer that place to a child on the waiting list. No refund is offered if a child is withdrawn after 1st January of the year that the child was due to start Secondary. If a child is withdrawn the calendar year before the year that the child was due to start school, the £1500 Deposit will be refunded.

Primary and Secondary INSET days



There will be INSET days throughout the year for teacher training and planning. We will provide a minimum of 8 weeks-notice of this to parents. We will seek to hold these on such days to cause minimal disruption to our families

Bank holidays

Liberty Woodland School will be closed on all bank holidays.

Primary and Secondary Term dates

Term dates can be found on our website here:

<https://www.libertywoodlandschool.com/term-dates>

Late collection mornings

Please see Late Collection Policy

Communication with families

Communication with parents is by email, so do check your inbox regularly for information and updates. Please make sure therefore that we are added to your address book so that our messages don't go into spam by mistake.

It is expected that parents will read the weekly newsletter and keep themselves up to date with Liberty Woodland School events and news.

See our communication policy for more information.

Parental Conduct

We understand the importance of building good relationships with all families within the Liberty Woodland School community and this is something we pride ourselves on, but this relationship will always work in both directions. With this in mind, we ask that all parents (including prospective parents) communicate with all members of our Liberty Woodland School staff in a respectful, courteous and polite manner; a manner in which they themselves would wish to be addressed.

This applies to all forms of communication with our team including face to face, email and telephone conversations. Aggressive behaviour towards any of our staff in any way will not be tolerated and may result in the withdrawal of your child's place and/or removal from our waiting list. If one or both of the parents have treated the school or members of its staff or



any member of the school community unreasonably; then in these circumstances, and at the sole discretion of the Head, a decision may be made to withdraw the school place for their child. The Head's decision to withdraw a school place shall be subject to a review by governors if requested by the parents.

Food

The cost of all snacks and lunch is included in school fees.

We regard snack and mealtimes as a social time for children. At all times we aim to ensure the quality of foods offered to children are of a high standard and do not contain added salts or sugars.

All food is prepared by our in-house chef who menu plans in collaboration with the Head to ensure children are receiving delicious, nutritious meals.

See our food and drink policy [here](#).

Clothing

Parents should ensure that their children arrive in appropriate day clothes. We will supply one set of sturdy outdoor waterproofs to ensure that your child remains warm and dry. Children on rainy days must arrive wearing these waterproofs along with waterproof boots. We provide all families with a recommended kit list, this is also available on our website.

Sickness / Absence:

Notifying the school of illness.

If an occasion arises where your child is ill, please email office@libertywoodlandschool.com. If you have instructed the minibus that your child will be absent due to illness, you still need to advise the school office of the absence. If school has not heard from a parent or guardian, we will always telephone in order to make sure that your child has not suffered an accident. We ask that you make contact with us each day your child is going to be absent in order that we can keep our records updated and importantly, so that we can keep abreast of his/her progress to full health and anticipated return date.

See our attendance policy for further guidance [here](#).

Emergency medical care

In the event of an emergency whilst at school the child will be taken to the nearest hospital, accompanied by a member of staff from Liberty Woodland School who will act in loco parentis until the parents arrive.



We will not administer medication without permission. If your child's temperature is dangerously high, we would contact an ambulance. In the event of an allergic reaction we would call an ambulance.

Parents have the responsibility to keep us informed of any changes in any contact numbers and addresses, or any changes in your child's medical condition or GP.

Should your child require regular medication to be administered during the hours he/she is in our care at Liberty Woodland School you will need to complete all necessary paperwork in line with our policies. The medication must be prescribed by a doctor and be clearly labelled to include your child's name and the required dosage.

We ensure that all of our permanent staff are fully trained in first aid and health and safety.

Holiday Camp

Any holiday camps operated by the school are subject to our holiday camp terms which can be [found here](#). Priority of camp places will be given to Liberty Woodland School enrolled children.

Review of terms and conditions

We reserve the right to alter our terms and conditions at any time. In this instance, you would receive written notification regarding new terms and conditions.

