

South East Coast

Admissions Policy



Jambiani, Zanzibar
www.seczanzibar.com
admin@seczanzibar.com
Office phone: 0776 914 788
Teacher phone: 0774 108 455

CONTENTS

General Information

Page 2-3

General Visiting the school
Timings of entry
The Entry Procedure
Guidelines to support entry
Deposits and contracts

General Information

Page 4

Guide for siblings
Equal opportunities
Children with Learning Difficulties
Children with English as a second / additional language
Religious beliefs

General

South East Coast has approximately 70 pupils and is split into three sections:

Early Years: Nursery to Reception (2 – 4 year olds)

The Lower School/Key Stage One: Year 1 – Year 2 (5 – 7 year olds)

The Upper School/Key Stage Two: Year 3 – Year 6 (8 – 12 year olds)

Visiting the School

You are welcome to visit the school at any stage of the admissions process – by appointment only. Open days which give a general introduction to the school are announced on our website, but we welcome individual visits, with a prior appointment only.

Timings of Entry

Children can join South East Coast at any stage from Nursery (2-3 years of age) to Year 6 (11-12 years) at any time of the year and any stage in their education. We encourage parents to try and enrol pupils at the start of a school term but we will review this on an individual basis. Pupils are placed in the appropriate year group according to their age on 31st May unless otherwise discussed with the class teacher and management.

Age of children	Year Group
2-3 years	Nursery
4-5 years (to have turned 4 on or before 31st May)	Reception
5-6 years (to have turned 5 on or before 31st May)	Year 1
6-7 years (to have turned 6 on or before 31st May)	Year 2
7-8 years (to have turned 7 on or before 31st May)	Year 3
8-9 years (to have turned 8 on or before 31st May)	Year 4
9-10 years (to have turned 9 on or before 31st May)	Year 5
10-11 years (to have turned 10 on or before 31st May)	Year 6

The Entry Procedure

As the admissions process varies according to which year a child is entering prospective parents are encouraged to complete and submit the initial Admission Enquiry form on the website. This is received by the Admissions Team who will make contact and guide you through the admissions process.

Children are only placed in year groups according to their age. In exceptional circumstances a child may be placed in a year group below their age band. The reasons for this are normally identified as Additional Educational Needs and it is considered in the child's best interest. This is only agreed with substantial evidence that supports the decision (for example, assessments by professional teachers, educational psychologists, speech therapists, previous school history etc.).

Children are very rarely placed in a year group above their age band, regardless of academic ability or previous schooling. We believe this is best practice for children's emotional, social and physical development, as well as their language and communication development, especially in the Early Years.

Guidelines to support Entry

- South East Coast is a non- selective school.
- An invitation to the prospective parents/guardians to visit and look around the school and soak up the atmosphere is recommended.
- If appropriate, a copy of the pupil's most recent school report is requested.
- We do not accept enrolment for less than 1 term.
- Short term enrolment (1 term only) will incur an additional 20% fee increase.
- A child joining SEC from Year 1 or above needs to speak/understand a basic level of English Language. We may ask for a child to sit an entrance examination or have an early years assessment completed in order to assess their levels.
- If the child starting SEC (entering from Year 1 or above) has no English language and will therefore struggle to access our British Curriculum, we can review cases on an individual basis and may ask for an additional fee of \$100 per month (maximum) in order to contribute towards the employment of a 121-support teacher to work with your child. An initial employment of 3 months minimum is expected in order to allow your child sufficient time to settle into their new class and receive as much English language support as possible. We will review the 121-support after the first 3 months and decide together with parents if the support is necessary to continue.
- Any learning weaknesses must be declared, together with any supporting documentation.

- An invitation for the prospective pupil to experience a 'taster' day is available. This may include a formal or informal assessment which is carried out by a school specialist.

Deposits and contracts

Should the prospective pupil complete all the requirements and conditions of entry and be offered a place, a non-refundable Registration (if not previously paid) and Entry Fee is paid in order to secure the place.

On completion of this admission procedure, a contract exists between the school and the signatories on the acceptance part of the form. Withdrawal of a child after this date would only be permitted if one academic term's notice is given in writing or if one term's fees are paid in lieu of notice. Fees are payable termly in advance and are due on or before the first day of each term.

Guide for siblings

Although admission is not automatic, siblings have priority in the allocation of places subject to availability in the relevant year group.

Equal Opportunities

There is no discrimination at entry on grounds of race, religion, disability, socio-economic background or gender and no preference is given to a particular parental occupation. We encourage applications from pupils with as diverse a range of backgrounds as possible.

Children with Learning Difficulties

South East Coast does not discriminate in any way regarding entry. We welcome pupils with special needs, provided that our dedicated team can offer the support they require. We welcome pupils with physical disabilities provided our site can, with reasonable adjustments, accommodate them. Parents of children with special educational needs or physical disabilities must discuss their child's requirements with the Headmistress providing full disclosure of any medical, educational psychologist or other reports regarding their child's disability, medical condition or educational need.

Children with English as a Second/Additional Language

We do not have a designated ESL department but welcome children whose first language is not English. On occasion, when a child is entering from Year 1 or above, has no English language we will ask for an additional fee (disclosed during the registration period) to employ an ESL teacher to support your child's initial transition into SEC school (3 months minimum). We can also advise on ESL teachers who could support the learning of these pupils as an extra programme either within or outside school hours. Most of the younger

children (Nursery/Reception) benefit from full immersion in English in the classroom.

Religious Beliefs

We do not select for entry on the basis of religious belief, and we offer opportunities for all to practise their own faiths as well as celebrating all the major religions.

3 SOUTH EAST COAST ADMISSIONS POLICY UPDATED: NOVEMBER 2020

Signed by: Headteacher _____

Chairman/Founder: _____

4 SOUTH EAST COAST ADMISSIONS POLICY UPDATED: NOVEMBER 2020