

ADMISSION POLICY

September 2018



1.0 Policy statement

We welcome applications for admission from pupils of all backgrounds. This policy applies to all pupils, including those in our Early Years Foundation Stage. We admit pupils with an additional educational need and/or disability provided both parents and school conclude that we can provide appropriately for the child's specific needs.

2.0 Enquiries

All enquiries and applications should be made to the Director of admissions and communications will ensure that you have all the information you need.

3.0 Visits

Prospective parents are encouraged to visit to see the school in action and to meet the Head. Each term there is an open day which is an opportunity to tour the school on an informal basis. Alternatively you might like to make an appointment for a personal tour. Please contact the Director of communications and admissions to arrange this.

4.0 Registration

Following a visit, parents wishing to register their child should complete a Registration Form and return it with a payment for the registration fee. The registration fee covers the cost of administering the registration procedure, including the waiting lists and is non-refundable. Registration is an indication of interest and is not a guarantee of a place.

5.0 Admission to Reception

Children are welcomed into the Reception in September at the age of 4 years. A formal assessment of children is undertaken. However, parents will be asked about their child's general development and any identified special educational needs prior to a place being offered. Places are not automatic, in some rare cases a place will not be offered if we judge that a child's development is below expectation or that they will not flourish in the environment we offer.' Visits will be made to the child's nursery or preschool to discuss the children's development.

6.0 Taster days

We offer Taster Days as an opportunity for children to experience either a brief session in the case of admission into the Reception or a full day in the case of admission into Years 1 & 2. From year 2 onwards pupils sit an entrance exam in both English & Mathematics. Pupils are required to attain at least 60% in both examinations. Admission is also subject to approval of a satisfactory final report from the previous school. We also require evidence of identity and address.

We hold two open days per year in October and March. Apart from Open Days we also offer individual appointments to show prospective parents and their children around the school, with the Director of communications and Admissions at any time by appointment throughout the academic year.

7.0 Transition through year groups

It is anticipated that all pupils will transition through the school and reap the rewards of the education on offer. Should this prove not to be the case, parents will be informed of any concerns at the earliest opportunity and at the latest before the end of the Spring Term if there appears to be any reason why the pupil may be refused a place in the subsequent year groups. In rare cases it may be that a pupil's progress or behaviour means that transfer to the next stage of the school is not deemed appropriate.

8.0 Offer

The parents of each applicant will be informed within 3 working days of their application whether a place is available. The school will not be obliged to state its reasons for declining a request for admission.

9.0 Waiting list

If no place is available, parents may place their child's name on the waiting list for the school. The school cannot guarantee when a place may become available.

10.0 Appeal

There is no appeal process for admission to the school. The decision of the Headteacher is final.

11.0 False information

Where the school has made an offer of a place on the basis of a fraudulent or intentionally misleading application, which has effectively denied a place to a child with a stronger claim, the offer of a place will be withdrawn.

12.0 Overseas pupils/Pupils with English as an additional language

We welcome pupils from a wide variety of cultural backgrounds. Children entering the School must have an appropriate working knowledge of English

13.0 Special educational needs and disabilities

Subject to our entry requirements being met, we welcome pupils with special educational needs or physical disabilities. We advise parents of children with special educational needs and/or physical disabilities to discuss their child's requirements with the school before registering for a place. This will enable the school to determine whether the school can make reasonable adjustments to ensure that the child can flourish as a learner. Where necessary, parents will be asked to provide a copy of an Educational Psychologist's report or a medical report and the school may need to discuss provision with external agencies. The cost of such reports is the responsibility of the parent. Where specific provision is required, parents may be asked to pay an additional charge to meet these needs (staffing and/or resources).

14.0 Admissions Register

The school maintains an Admissions Register in line with regulatory requirements. Any pupils missing in Education is reported to the local authority as per statutory requirements.