



# **Admissions Policy**

## **September 2018**

### 1 Policy Statement

- 1.1 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 Enquiries

- 2.1 All enquiries and applications should be made to the Admissions Registrar. The Admissions Registrar will ensure that you have all the information you need.

### 3 Visits

- 3.1 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 Admissions Registrar to arrange this.

### 4 Registration

- 4.1 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.
- 4.2 The school will respond by confirming that the child's name has been placed on the admission list for the relevant term and year. If the year group is fully subscribed, they will be placed on a waiting list. A place is confirmed once a formal offer has been made by the school and a deposit has been received in return.

### 5 Admission to Nursery

- 5.1 Children are welcomed into the Nursery from 3 years old. No formal assessment of children is undertaken although 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.

### 6 Taster Days

- 6.1 Taster Sessions (with their parents) are offered to children joining Nursery and Reception so that we can carry out informal assessments.

We offer Taster Days (as an opportunity for children joining Year 1 upwards to experience a day/session at Clifton Lodge and for us to assess their needs and abilities). Pupils joining Year 4 upwards will sit an assessment test in English and Mathematics.

### 7 Transition from Nursery to Reception

- 7.1 Transition from Nursery (age 3-4) to Reception (age 4-5) is automatic. Children are assessed based on an ongoing observation of their learning and development.

### 8 Transition through Year Groups

- 8.1 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 behavior means that transfer to the next stage of the school is not deemed appropriate.

### 9 Admission to Other Year Groups

- 9.1 Children joining the school are offered a Taster Day (as an opportunity for children joining Year 1 upwards to experience a day/session at Clifton Lodge and for us to assess their needs and abilities). Pupils joining Year 4 upwards will sit an assessment test in English and Mathematics.
- 9.2 Although 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.
- 9.3 Overseas students may be required to show English language proficiency before a place is offered. This may include a written assessment and/or include an interview in person or via electronic media.

### 10 Allocation of Places

- 10.1 In the event that the number of children registered for any year group exceeds the places available, the following procedure will be applied:
- Siblings in the school
  - Length of time the child has been registered
  - References from previous schools

### 11 Offer

- 11.1 The parents of each applicant (For places in Year 1 upwards) will be informed within 2 weeks of their application whether a place is available. The school will not be obliged to state its reasons for declining a request for admission.

### 12 Waiting List

- 12.1 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.

### 13 Appeal

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

### 14 False Information

- 14.1 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.

### 15 Overseas Pupils/Pupils with English as an Additional Language

- 15.1 We welcome pupils from a wide variety of cultural backgrounds, including overseas pupils and those with English as an additional language (EAL). Children entering the School must have an appropriate working knowledge of English and parents must be committed to supporting further English study at their cost, if necessary.
- 15.2 Overseas pupils are required to have a guardian who is resident in the UK and who can act on behalf of the parents, if required.

### 16 Equality

- 16.1 The school pays due regard to the Equality Act 2010 and reasonable adjustments are made for pupils with special educational needs and/or disabilities.

16.2 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). In some cases, the school may receive funding from the local authority to provide additional support.

### **17 Admissions Register**

17.1 The school maintains an Admissions Register in line with regulatory requirements. See Admission, Attendance and Children Missing from Education Policy for further detail of statutory requirements.

## Admissions Policy

---

<b>Ownership and consultation</b>	
Document sponsor (role)	Director of Education
Document author (name)	Simon Camby
Consultation – Oct 2016 (Original policy)	The following schools were consulted: Cumnor Boys School, Colchester High School, Clifton Lodge Prep School, Duncombe Prep School, Kings School, Kingscourt School, Meoncross School, and North Bridge House Senior School.
Consultation – May 2017 (Review)	The following schools were consulted as part of review: Akeley Junior, Kingscourt, Southbank Westminster, Meoncross, Downsend Ashted Pre-Prep, Clifton Lodge Prep School. Representative of Education Team – Robin Davies, ADE.

<b>Audience</b>	
Audience	Parents of pupils at Cognita schools School staff

<b>Document application and publication</b>	
England	Yes
Wales	Yes
Spain	No

<b>Version control</b>	
Version	For implementation 01.09.2018
Review date	Review and update for implementation September 2019