



Admissions Policy

INTRODUCTION

This admissions policy outlines the procedure for admission of students to our school. We are committed to providing a high-quality education that reflects the values of diversity, inclusivity, and excellence in teaching and learning, as delineated by the 2014 National Curriculum for England.

PURPOSE

The purpose of this policy is to ensure that all children have fair and equal access to education at our school. This policy outlines the criteria for admission, the process that will be followed, and the support available to families throughout the admissions process.

ADMISSIONS CRITERIA

1. **Age Requirement:** Children are admitted into classes based on their age as of 31 August in the academic year of admission.
2. **Priority for Admission:**
 - a. Siblings of existing students.
 - b. Children of staff members.
 - c. New Students

ADMISSIONS PROCESS

1. **Application:**
 - a. Families can access the admissions process via the school's website, by phone call, through email or social media
 - b. Submissions may be made throughout the academic year.
2. **Open Days:**
 - a. The school hosts open days and tours for prospective families to provide insights into our curriculum and school environment.

3. Admission process:

- a. Initial contact will be with our Admissions Officer who will arrange a tour and a meeting with the relevant deputy head or head teacher.
- b. Reports from the previous school (2 years if available) and permission to contact previous school will be requested.
- c. Children will complete an assessment in English and Maths (Year 3 and above).

4. Decision Notification:

- a. Parents will receive written confirmation of admission or waiting list status within 2 days following assessment. Offers of a place may be conditional, for example with stipulations of required EAL support at additional cost.

5. Waitlist Procedure:

- a. If the class is oversubscribed, names can be added to the waiting list if desired.

INCLUSION AND SUPPORT

Our school prides itself on being inclusive. We aim to support for students with special educational needs or disabilities (SEND):

- It is in the best interests of the children that families disclose any special educational needs during the admissions process.
- An Individual Education Plan (IEP) will be developed by the Learning Support Coordinator in collaboration with parents, teachers and external agencies if appropriate.
- Specialised intervention or teaching by external professionals will be at the expense of the family.

APPEALS PROCESS

Parents who wish to appeal a decision regarding admissions may do so by submitting a written request to Admissions within ten working days of receiving the decision. A review will be conducted, and a response will be provided within 15 working days.

REVIEW OF POLICY

This admissions policy will be reviewed annually and updated as necessary to reflect legislative or regulatory changes. Feedback from parents and stakeholders will be considered during the review process.