

**COGNITA**  
TEACHING EXCELLENCE



# **Admissions Policy**

**April 2017**

### 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.

### Enquiries

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

### 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 Registrar to arrange this.

### 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.

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.

### Admission to Reception

Children are welcomed into Reception in September following their 4<sup>th</sup> birthday. 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.

Places in Reception are offered four terms before the year of joining, on a first come first served basis, from the date of registration. Priority is given to siblings of children already at the school. A waiting list is maintained where there are more applicants than places available.

In the Summer Term, four terms before the applicant would join, registered applicants are sent an Offer Letter with an Acceptance Form, a copy of the School Terms and Conditions, the School Rules and current School Fees. The Acceptance Form, with the Acceptance Deposit should be returned within three weeks to secure the place. After such time, the place will be offered to the next candidate on the waiting list. The offer process will continue until all the places have been allocated.

### Taster days

We offer a New Joiners into Reception afternoon in the Summer Term as a chance for pupils to get to know the school before joining in the September.

### 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 pupils' progress or behaviour means that transfer to the next stage of the school is not deemed appropriate.

### Admission to other year groups

All pupils joining the school will be assessed to determine whether or not they would benefit from the education that Milbourne Lodge offers. A reference request will be sent to the current school of any applicant.

### NCY1 & NCY2

Children considering joining the school are invited to attend a 'Taster Morning' during which an assessment will take place.

### NCY3

External applicants are invited to sit our Admissions Test, held in the Autumn Term the year before joining. Children are tested in Maths and English, as well as having an informal discussion with a senior member of staff which includes a verbal comprehension. The children also take part in an activity session with our games staff.

### NCY4 and above

Children considering joining the school are invited to attend a 'Taster Day' during which they will sit our Admission Test (English and Maths) and be observed during the day.

Alternative assessment arrangements may, in some circumstances, be made for non UK resident applicants.

### Allocation of places

An offer of a place at Milbourne Lodge is not automatic, even if there are spaces in the year group. An offer may be withheld in the following circumstances:

- Where a pupil's previous school indicates that their behaviour was such that it inhibited the learning of other pupils.
- Where we feel that the pupil will not be able to cope with the whole school curriculum
- Where we do not feel that we can adequately provide for a child whose learning difficulties or physical Impairments are beyond the support that we are able to offer.

### Offer

The parents of each applicant will be informed within two 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.

### 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.

### Appeal

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

### 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.

### Overseas pupils/Pupils with English as an additional language

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.

Overseas students are required to have a guardian who is resident in the UK and who can act on behalf of the parents, if required.

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

### Admissions Register

The School maintains an Admissions Register in line with regulatory requirements. It tracks the child from entry to departure with all contact details and the name and address of their future school.

In line with DfE guidance 'Children Missing Education', Surrey County Council is informed, via secure data exchange, when a pupil joins or leaves the school, their contact information and previous/destination school.

### Data Protection

All enquiries and applications are recorded on our electronic database in connection with their application for a school place only and will not be passed to third parties.

## Admissions Policy

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<b>Ownership and consultation</b>	
Document sponsor (role)	Director of Marketing and Admissions
Document author (name)	Karen Gray
Consultation	The following schools were consulted: Cumnor, Colchester Clifton Lodge, Duncombe, Kings, Kingscourt, Meoncross, and North Bridge House.

<b>Audience</b>	
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Wales	Yes
Spain	No

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