

COGNITA
TEACHING EXCELLENCE



Milbourne Lodge School

Admissions Policy

1.0 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 (EYFS). 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

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

3.0 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 Morning that 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.

4.0 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.
- 4.3 Priority is given to siblings of children already at the school. This does not guarantee the offer of a place.

5.0 Admission to Reception

- 5.1 Children are admitted into Reception in September following their 4th birthday. Parents are invited to register their interest in a Reception place by completing a Registration Form and paying a Registration Fee. Applicants for Admission into Reception should register their child as early as possible. Registrations are accepted from birth.

Approximately 18 months prior to the appropriate entry date we invite groups of children, who are registered for Reception entry, to visit the school and spend some time with the EYFS staff. These sessions are very informal. We put out a variety of activities for the children to play with and spend time interacting with them and see how they interact with the other children. We also require a report from their nursery school or current setting, should they be attending one. This gives us a more rounded picture of the childrens' characters and together with observations from 'Activity Time' assists us in making a decision as to whether we feel Milbourne Lodge might be a suitable learning environment for them.

6.0 Transition through year groups

- 6.1 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 behaviour means that transfer to the next stage of the school is not deemed appropriate.

7.0 Admission to other year groups

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

7.2 NCY1 & NCY2

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

7.3 NCY3

External applicants are invited to sit our 7+ 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. The children also take part in a games session with our sports staff.

7.4 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.

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

8.0 Allocation of places

8.1 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.

9.0 Offer

9.1 The parents of each applicant will be informed within two weeks of their assessment whether a place is available. The school will not be obliged to state its reasons for declining a request for admission.

9.2 A place is confirmed once a formal offer has been made by the school and a deposit has been received in return.

10.0 Waiting list

10.1 Reception and NCY3 entry – If we are unable to make an initial offer of a place to a child, his/her name will be placed on a waiting list.

10.2 Other Year Group Entry - 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.

11.0 Appeal

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

12.0 False information

12.1 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.

13.0 Overseas pupils/Pupils with English as an additional language

13.1 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.

13.2 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.

14.0 Special educational needs and disabilities

14.1 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.

15.0 Admissions Register

15.1 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.

Ownership and consultation	
Document sponsor (role)	Director of Marketing and Admissions
Document author (name)	Karen Gray
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, Downsends Ashtead Pre-Prep, Clifton Lodge Prep School. Representative of Education Team – Robin Davies, ADE.

Audience	
Audience	Parents of pupils at Cognita schools School staff

Document application and publication	
England	Yes
Wales	Yes
Spain	No

Version control	
Version	For implementation 01.01.2017 Updated for implementation 01.09.2017 Updated 06.02.2018
Review date	Review and update for implementation September 2018