



# Admissions Policy

This policy applies to Steephill School, including the EYFS setting.

Policy Author: Helen Millward, Head

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Next review due: September 2025

## **Policy statement**

Steephill School is a co-educational day school and nursery for girls and boys aged 3 -11. The school welcomes applications for admission from all sections of society and does not discriminate on grounds of disability, race and religion, social or cultural background. Our School is non-denominational; we welcome applications from pupils of all faiths and none and seek to provide a cohesive community.

We seek to operate an open, transparent and fair approach to admissions. In line with the Special Educational Needs and Disability Act we will take reasonable steps to avoid putting disabled pupils and those with special educational needs at a substantial disadvantage in matters of admission. Parents are required to inform the school of any special educational needs in order that the school can assess whether adjustments can be made in order for pupils to access the education at Steephill School which are possible for us to reasonably support without affecting the learning of other children in the School.

We therefore start our admission process by welcoming you into the School for a tour and discussion with the Headteacher Helen Millward on a personal basis. Applications from all children, including siblings will be considered as below.

## **Starting at 3 years old into Pre-School**

Most of our children start in the Pre-School from age 3 and following the tour of the School you can then register your child. This costs £100 and is non-refundable as there is considerable work in the admissions process. As your child reaches between 2 and a half and 3 years old we will arrange a programme designed for us to get to know you and your child and for you to get to know us:

- Questionnaires for you to complete.
- Communication with the Nursery/Pre-School your child currently attends to ease transition.
- Questionnaires for your child's Nursery/Pre-School.
- When age appropriate, taster sessions at Steephill are arranged for your child.

On successful completion of the above, a letter offering your child a place will be sent unless there are any behavioural or learning difficulties which might affect other children's learning.

On acceptance into Pre-School, a retainer, currently £1000, will be requested and further information will be exchanged between us and you. This retainer is returned to you when the child leaves the School or if a term's notice is given in lieu and all outstanding fees and monies due are paid in full. In the term before your child is due to start you and your child will be invited in for familiarisation.

## **Application for a place in Reception or Years 1-6**

Following a tour of the School an application is made for a place by registering your interest with the Office. At least one taster day is then arranged and this will include an age appropriate assessment in English and maths. Acceptance into the School will be dependent on assessment based on this test, observations and social communication skills. Any behavioural or learning difficulties which may affect other children's learning will also be taken into account.

A reference is also sought at this stage from the child's present school and school staff may visit your child's present setting. Successful applicants will receive a letter offering your child a place.

On acceptance, a retainer will be requested and further information will be exchanged between us and you. If your child is not starting straight away your child will be invited in for familiarisation prior to the start date.

## **Information about additional needs**

Parents are asked to disclose on the registration form whether their child has a disability, special educational need, other additional need or medical condition. If this is the case, the school may then request additional information about the prospective pupil.

In assessing the suitability of Steephill School for any prospective pupil, the school may take such advice and require such assessments as it deems appropriate; the school will be sensitive to any issues of confidentiality. Based on the information given and advice received, the school is committed to making reasonable adjustments that will enable a prospective pupil to take up a place (subject to satisfying the academic admissions requirements) and to complying with its legal and moral responsibilities under the Children and Families Act 2014 and the SEN and Disability Code of Practice, 0-25 years 2014 (SEND Code 2014) and the UK Equality Act 2010. Should a child need more significant adjustments to support them at any point after they have been accepted to the School (beyond the reasonable adjustments and provision that Steephill offers), parents may be asked to pay for this.

## **Oversubscription**

If the class is full then you can apply for a place on the waiting list. If a place becomes available, the admission process will be as above. Siblings will take priority over others on the waiting list.

## **Documentation**

We will require 2 forms of identification from each parent.

Acceptable identification:

A passport AND driving licence

If only one of these is available, then a copy of a recent (in the last 3 months) utility bill or bank statement is acceptable as the second form of identification.

The School constantly assesses pupils for academic and social progress and there may be occasions where a child has difficulty in accessing the Schools' curriculum or has not got an appropriate peer group within the School. Full consultation with the parents takes place throughout their child's education and if necessary help will be given to find an appropriate school either at primary or secondary level.

## **Bursaries**

Bursaries may be awarded to families who encounter severe financial difficulties and may apply for means-testing under our Bursary Policy.

## **Discipline**

The Head is responsible for the care and good discipline of pupils while they are in the charge of the School or its staff, and for the day to day running of the School and curriculum. Pupils are expected to behave with respect and good manners to those whom they meet both in School and in the community, to follow the School rules of appearance and dress and show proper respect for the environment.

Discipline is exercised in accordance with the School's Positive Behaviour Policy which incorporates the values held important to the School community.

## **Exclusions (see Behaviour Policy)**

In extreme cases where a child's safety or a member of staff's safety is threatened or behaviour has been continually uncontrollable or threatening, the child could be excluded. It is expected that the exclusion will be after consultation with the parents, intervention by the Pastoral staff and discussions with the pupil. An exclusion may be suspension or expulsion depending on the circumstances.

**Suspension** is the requirement for a child to be excluded from the School for a certain period of time decided by the Head.

**Expulsion** is the requirement for a child to be permanently excluded from the School. In this event neither the child nor the parents have a right to a reference from the School, although the School may agree to finding the family another school. The Head will not expel a child without consultation with the Chair of the Board of Governors.

In unusual circumstances the School may feel the need to exclude a parent or third party.