



Admissions Policy

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

Policy Author: Helen Millward, Headteacher

Date reviewed by author: September 2025

Next review due: September 2026

Equal opportunity and non-discrimination

Steephill School is a co-educational day school and nursery for children aged 3–11. We uphold a policy of inclusivity and do not discriminate on grounds of protected characteristics, including disability, race, religion, social or cultural background. Being non-denominational, we welcome applications from families of all faiths and none, fostering a cohesive community.

Compliance and legislative framework

- We operate in accordance with the School Admissions Code 2021 and related statutory provisions on fair, transparent, and equitable admissions [GOV.UK](#).
- We commit to our responsibilities under the Equality Act 2010, the Children and Families Act 2014, and the SEND Code of Practice (0–25 years) 2014, ensuring reasonable adjustments are made for disabled children or those with special educational needs (SEN) [GOV.UK+1](#).
- Should Children’s Wellbeing and Schools Bill (2025) become enacted, we will comply with any additional ministerial or fairness directives affecting admissions processes

Admissions Process

Initial contact

All prospective families are invited to tour the school and meet the Headteacher, Helen Millward, to discuss suitability and expectations.

Pre-School (Age 3+) admission

1. Post-tour, register your child with a non-refundable fee of £120 inc VAT
2. As your child approaches age 2½ to 3, the following will take place:
 - Completion of parental questionnaires;
 - Communication with the child’s current nursery/pre-school;
 - Staff-completed questionnaires will be completed by the current nursery;
 - Age-appropriate taster sessions at Steephill. This will be individually agreed in consultation with parents to aid a smooth transition for the child.
3. On satisfactory completion, and in the absence of concerns about significant behavioural or learning challenges, a formal offer letter will be issued.
4. On acceptance, a **£1,500 retainer** is payable. This is refunded when the child leaves (with one term’s notice given and all outstanding invoices settled).
5. Prior to the agreed start date, families are invited back for familiarisation sessions.

Reception to Year 6 admission

1. Applications begin with a tour and registration of interest at the school office.
2. An assessment day (taster day) is arranged, including age-appropriate assessments in English and maths, along with observations of social and communication skills.
3. The school will contact the child's current setting and request a reference from the child's current school.
4. Offers are subject to successfully meeting academic and social suitability criteria.
5. Upon acceptance: payment of the retainer, followed by information exchange with the current school and, when applicable, familiarisation sessions before starting.

Children with additional needs

- Families must declare any disability, SEND, medical, or other additional needs during registration.
- The school may request supplementary information and will consider independent assessments where necessary, always treating information with sensitivity and confidentiality.
- Reasonable adjustments will be made within our capacity and policies; if more significant needs emerge post-admission, the school may discuss cost-sharing arrangements with parents consistent with statutory guidance

Oversubscription & Waiting List

When a class is full, children will be placed on a waiting list. Siblings of current pupils receive priority placement on the list.

Documentation

Parents must provide two forms of identification: a **passport** and **driving licence**. If only one is available, a copy of a recent utility bill or bank statement (dated within the last 3 months) is acceptable as second ID.

Ongoing monitoring and transition support

We continually assess all pupils' academic and social development. If a child struggles with the curriculum or lacks an appropriate peer group, we conduct full consultation with parents and offer support, including assisting in finding a more suitable primary or alternative placement if needed.

Bursaries

Families encountering severe financial hardship may apply for a bursary under our Bursary Policy, subject to means testing.

Discipline and behaviour management

The Headteacher oversees discipline and student welfare. Pupils are expected to demonstrate good manners, respect the environment, and adhere to school rules regarding appearance and conduct. Discipline is governed by our Positive Behaviour Policy.

Exclusions Policy

- In serious or persistent cases that threaten safety or disrupt learning, the school may impose a suspension (temporary exclusion) or expulsion (permanent exclusion).
- These actions follow pastoral intervention and consultation with parents.
- Expulsion is decided with the approval of the Chair of Governors, and no reference will be provided; however, we may assist families in finding alternative education placements.
- In exceptional situations, the school may exclude a parent or third party for safety or welfare reasons.

Appeals Process

Should an application be unsuccessful, parents may appeal to an independent appeals panel, following procedures similar to those outlined in statutory Appeals Codes.

Appeals should be lodged in writing within 20 school days of notification, and applicants will receive notice of the hearing in advance.

Publication and Governance

Admissions arrangements and policies are published on the school's website and available in hard copy upon request.

Any objections may be made to the Secretary of State, under existing statutory arrangements.

The school will review and, if necessary, update the Admissions policy annually, ensuring compliance with evolving legal frameworks.