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Windrush Valley School

Policy Documents Annual Review Record

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| Citation | <u>This document shall be cited as:</u> Admissions Policy <u>and incorporating the following policies:</u> |
| Person responsible | Headteacher |
| Comments to | Headteacher |
| Last reviewed/updated | May 2019 |
| To be reviewed/updated | May 2020 |
| Reason for review/update | Annual review |
| Person reviewing/updating | Headteacher |
| Source/author | Alan Wood |
| Implementation | Immediate and on-going |
| Governor's Review | Eve Leung 8th May 2019 |



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Admissions Policy

Introduction

The Proprietor of Windrush Valley School is the 'Admissions Authority' for the school. The Proprietor applies the regulations on admissions fairly and equally to all those who wish to attend the school. Admission is by interview with the Headteacher of Windrush Valley School. In each and every case this decision is final with no means of appeal. Pupils may enter at any age after their third birthday.

Conditions of entry

Windrush Valley School is an independent school that applies the following conditions of entry:

Selection – Entry between the ages of 3 and 7 is by interview and, where appropriate, receipt of a satisfactory report from the previous placement. Entry after 7 is by interview and subject to a satisfactory report from the previous school. At its discretion, the school may administer its own tests prior to admission, including the review of examples of pupils' previous work.

Pupils with Special Educational Needs -The school will admit pupils who have an Education, Health and Care (EHC) Plan; subject to, in the sole opinion of the Headteacher, the school's ability to meet the requirements of such a plan. Pupils with additional learning needs; for example, dyslexia, will be considered for admission, again subject to the school being able to provide an appropriate quality of educational support to the child. In each and every instance the Headteacher's decision shall be final.

Co-operation of parents –parents must provide a signed declaration that they will consistently and continually uphold the school's standards of behaviour and uniform. Parents must agree to pay all fees and expenses by the due dates.

Behaviour –Only those pupils with demonstrably good behaviour and a willingness to co-operate will be admitted. Those excluded, or at the point of exclusion, from another educational establishment will not be considered for admission.

Means of application

Parents seeking a place at Windrush Valley School are advised to:

- Request a prospectus in order to be fully apprised of the specific nature of this independent school.
- Visit the school and meet with the Headteacher.
- Complete an application form and provide an administration fee.
- Attend any subsequent interview and assessment as requested by the school.

Following successful completion of the above, Windrush Valley School will:

- Confirm the admission in writing.
- Provide a date and time for registering.
- Agree the start date and confirm this in writing.

Alan Wood
September 2018