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Policy Documents Annual Review Record

Citation	<u>This document shall be cited as:</u> Admissions Policy <u>and linked to the following policies:</u> Accessibility Policy and Plan Equal Opportunities Policy
Person responsible	Headteacher
Comments to	Headteacher
Last reviewed/updated	January 2023
To be reviewed/updated	November 2023
Reason for review/update	Regular Review
Person reviewing/updating	Headteacher
Source/author	Amanda Douglas
Implementation	Immediate and on-going
Governor's Review	



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Admissions Policy

1. 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.

2. 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.

Co-operation of parents –Parents must inform the school, when applying for a place, of any special circumstances. 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.

Trial Period - Where there is any doubt about a prospective pupil's behaviour, or the School's ability to meet the SEND needs of the child, parents will be advised that the child will be admitted for a minimum trial period of one week [5 school days]. The school will also visit the child in their current setting whenever possible. The school reserves the right not to admit pupils with behaviour problems or special educational needs, if after reasonable adjustments have been considered, the school cannot adequately cater for or meet their needs.

In each and every instance the Headteacher's decision shall be final.

3. Means of application

3.1 Place for current or next academic year:

Parents seeking a place at Windrush Valley School for the current or next academic year 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.
- Attend any subsequent interview, assessment or trial period as requested by the school.
- Complete an Offer Acceptance form and provide a Registration Fee (non-refundable) and Deposit as detailed on the Schedule of Fees.

3.2 Place beyond the next academic year:

Parents seeking a place at Windrush Valley School beyond the next academic year 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 a Registration Form and provide a non-refundable Registration Fee.

The school will:

- add the pupil name to the Future Admissions Register
- contact the parents*in the autumn of the year preceding the proposed start date to confirm that the place is still required
- advise the parents to:
 - attend any subsequent interview, assessment or trial period as requested by the school
 - complete an Offer Acceptance form and pay the Deposit as detailed on the Schedule of Fees.

3.3 Confirmation of Offer

Following successful completion of the above, Windrush Valley School will confirm the offer, including the start date, in writing.

4. Deferral

Upon acceptance of the offer, the start date may be deferred in accordance with the School's Terms and Conditions.

5. Bursaries

Bursaries may be offered at the discretion of the Headteacher.

Amanda Douglas
Headteacher
January 2023