

## Admissions

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### 1. Policy Statement

Coworth Flexlands School is dedicated to educating the whole child within a caring community where the child's individual talents are encouraged. The ethos of our school is built upon a successful history, as well as aspiration and energy for the future. Our aim is to provide an education that will enable our pupils to develop into fulfilled, happy and successful individuals that take skills with them that last a lifetime. Our school places the pupil at its heart and we aim to Inspire Minds and Nurture Spirit. Our school is rooted in a Christian tradition. However, we welcome applications from children of all faiths and none. The school reflects a positive, happy, family atmosphere and is a busy and thriving community where friendliness and enthusiasm are evident amongst staff, parents and children alike.

The school operates a non-selective entrance policy. However, we reserve the right to limit the number of children with special educational needs according to our capacity to meet those needs, without detriment to either them or the rest of the school. It is our intention to make the school as accessible as possible to all pupils regardless of their age, gender, ethnicity, sexual orientation, academic potential or background. The school will take reasonable steps to avoid putting disabled pupils at a substantial disadvantage in matters of admissions and education. Coworth Flexlands School is fully committed to ensuring that the admissions register is maintained in accordance with Education (Pupil Registration) (England) Regulation 2006.

This policy applies to all member of our school community, including those in our EYFS setting. In line with our Provision of Information Policy, this document is available to all interested parties on our website and on request from the main school office and should be read in conjunction with the

School's Aims and Ethos, Behaviour and Discipline Policy and Exclusions, Expulsions and Removal Policy.

Coworth Flexlands School is fully committed to ensuring that the appliance of the Admissions Policy is non-discriminatory, in line with the UK Equality Act (2010). Further details are available in the School's Equal Opportunity Policy document. Coworth Flexlands School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This document is reviewed annually by the Head of Marketing and Admissions or as events or legislation change requires.

## **2. Key Personnel**

Admissions is led by the Head of Marketing and Admissions, Rebecca Benwell with support from the Head, Nicola Cowell and the Marketing and Admissions team.

## **3. Procedures**

Coworth Flexlands School takes boys and girls from 2½ to 11 years old. Children may enter the Nursery from the start of the term prior to their third birthday. There are routinely three intakes into school – in September, January and April, but pupils may be admitted at other times by arrangement with the Admissions Team. In the Nursery we maintain appropriate ratios dependent on the age of the pupils.

Pre-Prep (Reception to Year 2) has a teacher, assisted by one or two classroom assistants. In the Prep department (Years 3 to 6) there is extra teaching support in place for English and Mathematics. Pupils in Year 5 and 6 are split into small groups for English and Mathematics and may also be split into small teaching groups for other academic subjects dependent on the class size and ability profile.

### **Enquiry – Prospective Parent**

When a prospective parent enquires, a member of the Marketing and Admissions Team will ascertain the name and date of birth of the child, their year group and proposed entry point, relevant contact details, any Special Educational Needs or Disabilities and they will answer any questions as required. A meeting or open morning visit will also be arranged at this stage. Following the initial contact, details regarding a visit are confirmed via email.

During their visit to the school, parents are given a full guided tour of the building and grounds with an opportunity to meet the Head, staff and children in the appropriate age group.

The following information is made available to prospective parents:

- School Yearbook
- Extended day and clubs information
- Current Fee structure
- Destination school's information
- Example lunch menu
- Example timetable
- All parents, including prospective parents, have access to the school website which includes information on:
  - How to contact the school
  - Admission procedures
  - Governing Body
  - Aims and Ethos statements
  - School policies including Anti-Bullying, Safeguarding, Curriculum, Health and Safety, First Aid and Future School Destinations
  - Complaints procedure
  - Last Inspection report

- Term dates

### **Nursery Admissions process**

Following a visit to our school and nursery, prospective parents will receive a Nursery Acceptance Form for completion and a copy of our Standard Terms and Conditions. The acceptance paperwork will also include a form requesting the number of sessions required for the entire academic year. Confirmation of sessions are subject to nursery places available and staffing ratios.

The completion of the acceptance paperwork together with payment of acceptance fees (£100 non-refundable registration fee and £400 refundable deposit), will secure the child's nursery place. On receipt of the paperwork, the Registrar will contact the family to arrange settling in sessions and a start date. The duration of settling in sessions is normally two sessions of 1.5 hours for Nursery. If requesting a full day, the settling in sessions will take place in the morning and afternoon on two separate occasions. If requesting mornings or afternoons only, the sessions will be during that time period.

The deposit is held on account and is only returned after the pupil's final term at school or nursery providing the school has been given a full term's notice of withdrawal.

### **Prep School Admission Process - Reception to Year 6**

After a successful visit, a Registration Form will be provided for completion and signature by both parents and is to be returned, together with a non-refundable registration fee of £100, to the Marketing and Admissions Team.

Upon receipt of the Registration Form and fee, a child is registered and his/her name is added to the electronic admissions register.

Places are offered strictly in order of registration. Where two or more pupils register at the same time for limited places, priority will be given to families already at the school and then those with children who will continue through the School.

A Waiting List is kept in strict order of receipt of the Registration Form and Registration Fee. The school reserves the right to move a child to the top of a waiting list in the event of a family registering other children for whom places are immediately available.

Registration includes the disclosure of information about previous school(s) and references (educational and financial) may be sought, as well as any special circumstances relating to the child including medical and health conditions, allergies, learning difficulties, behavioural issues and special educational needs. This disclosure is required prior to an offer being made, but is not necessary to complete registration. Parents must also indicate that their child has permission to study in the UK.

### **Pre-Offer Taster Session**

At Coworth Flexlands, we accept pupils with a wide range of abilities. There is therefore no academic assessment examination prior to accepting a registration. However, we are committed to maintaining our declared aim of 'providing a happy, caring and stimulating environment to enable children to grow into independent and creative thinkers with an enduring love for learning'. To fulfil this aim, we need to be assured that any prospective pupil will be able to fully access the School's provision and that this provision will meet their needs. For this reason, all prospective pupils will be invited to spend time in the school setting prior to an offer of a place being made (for reception to year 6), a morning for Pre-Prep and a full day for Prep pupils. During this time, they will be informally assessed by the class teachers in the course of the normal day's activities and the outcome reported back to the child's parents/guardian. Additional taster sessions can be arranged as required.

For pupils who may need additional support, please see the Inclusion section below.

Where a pupil is unable to have a visit to school during term time (i.e. they are living abroad), we will require a written report from the current school if the child is above statutory school attendance age, and reserve the right to contact the school for further information if necessary, prior to the offer of a place.

### **Offer and Acceptance**

After successful taster sessions, or the year prior to entry, the Marketing and Admissions Team will send an Acceptance Form to the parents together with a copy of our Standard Terms and Conditions and requests that this is completed, signed by both parents and returned together with a deposit of £400 to confirm their acceptance of the offer of a place. This deposit is held on account and is only returned after the pupil's final term at school providing the school has been given a full term's notice of withdrawal.

In addition to the pre-offer tasters sessions mentioned above, a further settling in morning is arranged for all children towards the end of the term before entry. This taster morning is to familiarise them with the school, their year group and teacher at which they attend normal lessons. The older children are invited to stay on for a full school day.

### **All Years**

The school also needs to see the child's passport or birth certificate and take a copy for their pupil file. Once a place has been accepted, the Marketing and Admissions Team sends parents a copy of the Parent Handbook, a Nursery Handbook (if relevant), and direct debit forms. Closer to the child's start date, parents will also receive booking information for clubs and wraparound care and logins for our parent portal.

The school reserves the right not to make Offers of Acceptance to all registered children, for example in situations where the school is over-subscribed, but will endeavour to notify parents as early as possible in those situations.

If a parent disagrees with an admissions decision, the school's complaints procedures should be followed.

### **Starting at School**

On day one of term, the child is met at the school gate by the Head, a member of the Marketing and Admissions Team or a member of the Leadership Team and he/she is then accompanied to their new form room to meet their class. The child is introduced to the children and their "buddy" for the first few days at school. The buddy will help the new child to settle in and learn to understand the various day-to-day routines.

Over the first few weeks, in particular, a close eye is kept on all new children at the school. The Form Teacher has a major role in this settling in time. In addition, academic progress and pastoral issues are discussed at weekly staff meetings where any potential problems are identified at an early stage.

The school has an open-door policy to parents and seeks to involve them in support of their child's education. For Nursery and Reception please refer to EYFS Settling in Procedures.

## **4. Bursaries**

The School has limited resources from which it can offer Bursaries. We view a diverse pupil population as a key component of a full and balanced education and within the limits of our resources strive to make the school affordable to as many families as we can. For this reason, our extended day provision is very competitively priced. Our Bursary procedures are focused on supporting two key aspects of our school ethos – our status as a School with a Designated Religious Character (Christian) and our ethos of supporting family values.

In line with this philosophy we offer the opportunity to apply for bursaries to the following:

1. Children of a member of the Christian clergy
2. Children of members of staff
3. Sibling Discount Scheme
4. Means tested bursary for Year 3 entry for pupils who may not otherwise be able to benefit from an education at Coworth Flexlands.

All parents/guardians whose children qualify under one of the above four categories are eligible to apply for a Bursary and may contact the Bursar for more information. Bursaries for categories 1 to 3 above may be made available to parents/guardians of children entering any year group. Bursaries for category 4 are limited in number and are in the range of 10-20%.

All bursaries are awarded at the discretion of the Head, Bursar and Chair of Governors. Bursaries will remain in operation for the whole time that the pupil is on the school register. The school respects the confidentiality of the Bursary awards made to families and recipients are expected to do likewise.

## **5. Inclusion**

At Coworth Flexlands School we are committed to giving all children every opportunity to achieve the highest of standards. This policy helps to ensure that this happens for all the children in our school – regardless of their age, gender, ethnicity, prior attainment on entry, Special Educational Needs, English as an Additional Language or background. The school seeks to ensure that disabled prospective pupils are not treated less favourably.

We are fully committed to inclusion; however, we are aware that in exceptional circumstances the needs of the individual child might not be met where the school is unable to comply with the requirements of any Education, Health & Care Plan in place for a pupil, or that the inclusion of the child in mainstream education “is incompatible with the efficient education of other children.” (SEN Code of Practice, DFES 2001 and SENDA).

The Special Educational Needs and Disability Policy should be read in conjunction with this policy for a full statement of the aims, principles and strategies for provision for children with Special Educational Needs (SEN) and Disabilities (SENDA) at Coworth Flexlands School.

### **Accessibility**

The school endeavours to make the premises as accessible as it can to all children within the confines of the school buildings. The lift makes most of the school accessible to those with a physical disability with the exception of the top floor of the Performing Arts Block (which includes the Art and Music rooms). The school has an accessibility plan highlighting the actions planned to further assist in this process.

The DfE Special Educational Needs Code of Practice 2001, Special Educational Needs and Disability Act 2001, and The Children and Families Act 2014 have been taken into consideration in the formulation of this policy.

### **Assessment for pupils who may have additional needs**

Prior to admitting a pupil with an Education, Health and Care Plan, the school will ask for a copy of the document and the Head of Learning Support will assess, in conjunction with the professionals named on the document and the Head, whether or not the school is able to meet the needs of the prospective pupil. If the school cannot provide a suitable education for the child, they will not be admitted.

If a prospective pupil does not have an EHCP, but the previous school, parents or guardians believe that the pupil may require additional learning support, the Head of Learning Support will informally assess the pupil during a pre-offer visit to ascertain whether or not the school is likely to be able to

meet their needs. The outcome of this will be discussed with the child's parents/guardian prior to an offer being made. The school has a limited number of places for pupils needing 1-1 support and the staff have been trained to deal with a limited number of categories of need, so an offer will be dependent on the pupil's needs and the availability of support at the time of application.

## **6. Admissions Register**

From the beginning of the first day on which Coworth Flexlands School has agreed or been informed that the child will attend the school, an entry will be made in the school's admissions register in line with the Education (Pupil Registration) [England] Regulations 2006 and the Local Authority will be notified. Coworth Flexlands is committed to ensuring that the admission register is maintained in accordance with the Education (Pupil Registration) [England] Regulations 2006.

The admissions register includes the following information about pupils:

- Name in full
- Gender at birth
- Name and address of every person known to the school to be a parent and/or carer of the child (and an indication of the parent/guardian with whom the child normally resides and which parents hold parental responsibility)
- More than one telephone number at which each parent/guardian/carer can be contacted in the event of an emergency. There should be a minimum of two emergency contacts, including the parent/s
- Day, month and year of birth
- Day, month and year of admission or re-admission to the school
- Name and address of the school last attended (if any)
- Name of the destination school (or additional school, in the case of dual registration) notified by a parent and the first date of attendance, where it is reasonably practicable for the school to ascertain this information
- Any additional address at which the child lives or is moving to
- Medical requirements or dietary needs
- Doctor's practice name and address
- Census information including ethnicity, place of birth and languages spoken
- Photograph and Media permissions

Coworth Flexlands School undertakes to inform the Local Authority (where the child is resident and Surrey) where a pupil's name is going to be deleted from the admissions register for the following reasons;

- The child has been taken out of school to be home educated
- The family has apparently moved away
- The child has been certified medically unfit to attend
- The child is in custody for more than four months
- The child has been permanently excluded

The inclusion/deletion from the register is done according to the Education (Pupil Registration) [England] Regulations 2006.

The Head of Marketing and Admissions, Rebecca Benwell, is responsible for maintaining the admissions register and it is kept for at least three years after the end of the school year in question. All entries are made electronically using iSAMs and the register can be printed. The register is kept in an electronic format and is stored on the Cloud and backed up regularly. The register shows original and amended entries and shows the name of the person making an amendment.

## 7. Document Log

Reviewed by	Rebecca Benwell
Role	Head of Marketing and Admissions
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