



Buxlow Preparatory School

Admissions Policy

Reviewed: September 2023

Next Review date: Autumn 2024

Buxlow Preparatory School is committed to equal treatment for all regardless of sex, disability, religion or belief, sexual orientation, gender reassignment, age, race, ethnic origin, marital status, pregnancy or maternity. We aim to create a friendly, caring and perceptive environment in which every individual is valued. We endeavor to contribute positively towards the growing autonomy, self-esteem and safety of each pupil.

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1 Aims

- 1.1 This is the admissions policy of Buxlow Preparatory School.
- 1.2 The aims of this policy are as follows:
 - 1.2.1 to set out the particulars of the school's policy on and arrangements for admission to the school;
 - 1.2.2 to describe how the school identifies and admits children who will benefit from the education and other opportunities available at the School and who will contribute to and benefit from the ethos and activities of our School community;
 - 1.2.3 to ensure compliance with the school's responsibilities under the Equality Act 2010.

2 Scope and application

- 2.1 The procedures set out in this policy apply at each of the main points of entry to the school and also to candidates for occasional vacancies in any other year group.
- 2.2 The procedures set out in this policy do not apply to existing pupils who are progressing through the School.
- 2.3 Prospective parents should also consult the School's terms and conditions, which are available on the website.

3 Regulatory framework

- 3.1 This policy has been prepared to meet the school's responsibilities under:
 - 3.1.1 Education (Independent School Standards) Regulations 2014;
 - 3.1.2 Statutory framework for the Early Years Foundation Stage (*DfE, September 2021*);
 - 3.1.3 Education and Skills Act 2008;
 - 3.1.4 Childcare Act 2006;
 - 3.1.5 Equality Act 2010
 - 3.1.6 Data Protection Act 2018 and General Data Protection Regulation (GDPR); and
 - 3.1.7 SEND Code of practice: 0 to 25 years (DfE and Department of Health, January 2015).
- 3.2 This policy has regard to the following guidance and advice:
 - 3.2.1 Children missing education (DfE, September 2016); and
 - 3.2.2 School attendance (DfE, November 2016).

4 Publication and availability

- 4.1 This policy is published on the school website.
- 4.2 This policy is available in hard copy, on request, from the school office.
- 4.3 A copy of the policy is available for inspection from the Head during the school day.

- 4.4 This policy can be made available in large print or other accessible format if required.

5 Responsibility statement and allocation of tasks

- 5.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.
- 5.2 To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Headteacher	As required, and at least termly
Monitoring the implementation of the policy, relevant risk assessments and any action taken in response and evaluating effectiveness	Headteacher	As required, and at least termly
Maintaining up to date records of all information created in relation to the policy and its implementation as required by the GDPR	Headteacher	As required, and at least termly
Seeking input from interested groups (such as pupils, staff, parents) to consider improvements to the School's processes under the policy	Headteacher	As required, and at least annually
Formal review	Proprietor	As required, and at least once every two years

6 Equality, diversity and disability

- 6.1 All candidates for admission will be treated equally, irrespective of their or their parents' race, sexual orientation, religion or belief, pregnancy or maternity, sex, gender reassignment or any disability. Candidates will also be treated equally in respect of their parents' age, sex or marital or civil partnership status.
- 6.2 The school is inclusive and welcomes applicants with disabilities and special educational needs. The School currently has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.
- 6.3 Parents of a child who has any disability or special educational needs should provide the school with full details at point of registration. The school needs to be aware of any particular requirements which may affect a child's ability to participate in the admissions procedure and to take full advantage of the education provided at the school.

- 6.4 The school shall determine the reasonable adjustments that are required for the applicant based on the information provided, in accordance with the school's obligations under equality legislation. The school will consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the child and that the school can cater adequately for the child should an offer of a place be made.
- 6.5 In instances where provision is above the remit of the school's resources for example Occupational Therapy or Speech and Language, in order for the child to access the full curriculum, parents would be advised that an additional cost may ensue or support should be sought outside school.

7 Procedures

- 7.1 A prospectus is available to parents via the School website. This contains information about the school, photographs and contact details.
- 7.2 To register for a place, parents are required to complete an enquiry form which is available on the School website. Following a tour of the School and a meeting with the Headteacher, a registration form will need to be completed along with the applicable registration fee. Pupils may be registered for entry at any time after their birth.
- 7.3 Prospective pupils and their parents are encouraged to attend one of the school's open mornings or are welcome to arrange a tour of the school at another time. Parents should complete the enquiry form on the School website to make an appointment to see the Head Teacher or the Head of EYFS as appropriate, in order to discuss their application. No child is admitted until personal contact has been made.
- 7.4 **Entry points:** The following procedures apply at each of the main points of entry Nursery and Reception and also to candidates for occasional vacancies in any other year group.
- 7.5 **Admissions procedure:** The school's admission procedure has three elements:
- 7.5.1 A tour and interview with the Head; and
- 7.5.2 An 'Experience Day' allowing pupils to gain an understanding of school routines, as well as helping staff to understand the needs and ability of the children.
- 7.5.3 For older pupils, there may also be formal assessments. However, paperwork and school reports will be sought from the transfer school / nursery.
- 7.6 **Interview:**
- 7.6.1 In all cases there will be a general interview to explore the candidate's interests, attitude to school, personal qualities, ability to contribute to the School community, support available at home and any relevant connection with the School.
- 7.7 **Experience Day**
- 7.7.1 The pupil will be invited to spend the day with their prospective Form Group to (informally) assess academic ability, attitude and behaviour, involvement in the School community, talents and interest, and any other special circumstances such as special education needs, or a disability.
- 7.7.2 In the case of a child presenting with additional learning needs, the School may request additional acquaint days.

7.8 **Settling days**

- 7.8.1 For Nursery applications, children will be invited to a number of 'settling sessions' prior to their entry in order that they might be familiar with the environment and their classmates before they start.

8 **Admissions criteria**

8.1 The admissions criteria are:

- 8.1.1 satisfactory interview;
- 8.1.2 Successful acquaint day;
- 8.1.3 commitment to the School's ethos as described in the School's aims; and
- 8.1.4 ability to meet the needs of the child.

8.2 We reserve the right to restrict the offer of places to children who we feel can benefit from the broad and varied curriculum offered and make a positive contribution to the School community.

8.3 All candidates must have the legal right to live and study in the UK

8.4 **Oversubscription for entry at any age:** If the school has more applicants than places available, we offer places in the following order of priority: (1) Children of staff within the Inspired Learning Group; (2) Siblings of current or former pupils, and; (3) all other pupils in strict order of registration. Please note that admission is not automatic and the candidate must meet the admissions criteria.

8.5 It is assumed that pupils will automatically progress through the school, subject to him / her meeting the required standards of behaviour and progress.

9 **Bursaries**

Bursaries are available and are means tested. Please contact the School or the School's parent company, Inspired Learning Group, for further information.

10 **Training**

- 10.1 The School ensures that regular guidance and training is arranged at regular intervals so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles.
- 10.2 The level and frequency of training depends on role of the individual member of staff.
- 10.3 The School maintains written records of all staff training.

11 **Record keeping and confidentiality**

- 11.1 All records created in accordance with this policy are managed in accordance with the school's policies that apply to the retention and destruction of records.
- 11.2 A confidential admissions record will be kept for each candidate.

11.3 **Admission register**

For pupils admitted to the school, the School will:

11.3.1 maintain an admission register; and

11.3.2 inform the local authority of any pupil who is going to be added to or deleted from the school's admission register at non-standard transition points

in accordance with the requirements of the Education (Pupil Registration) (England) Regulations 2006 (as amended).

- 11.4 The records created in accordance with this policy may contain personal data. The school has a number of privacy notices which explain how the school will use personal data about pupils and parents. The privacy notices are published on the school's website. In addition, staff must ensure that they follow the school's data protection policies and procedures when handling personal data created in connection with this policy. This includes the school's data protection policy and information security policy.

12 Version control

Date of adoption of this policy	November 2018
Date of last review of this policy	September 2023
Date for next review of this policy	September 2024
Policy owner (SMT)	C McLelland
Policy owner (Proprietor)	Amit Mehta