



Buxlow Preparatory School

Admissions Policy

Reviewed: November 2018 by D May - Headteacher

Review date: November 2019

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.

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, March 2017);
 - 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	D May	As required, and at least termly
Monitoring the implementation of the policy, relevant risk assessments and any action taken in response and evaluating effectiveness	D May	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	D May	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	D May	As required, and at least annually
Formal annual review	Proprietor	Annually

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 on 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.

7 Procedures

- 7.1 A prospectus is available to parents on request and can either be collected in person or posted out to the prospective parents. This contains information about the school, photographs and contact details.
- 7.2 To register for a place, parents are required to complete a registration form which is available from the school office and to pay 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 contact the school office 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 entrance assessments;
 - 7.5.2 interviews; and
 - 7.5.3 references.
- 7.6 **Entrance assessments:**
- For admission to year groups, the school sets its own tests in certain core / option subjects as appropriate.
- 7.7 **Interview:**
- 7.7.1 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.
- 7.8 **Reference:** The Head of the candidate's current school will be asked to provide a written reference as to the candidate's 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.

8 Admissions criteria

- 8.1 The admissions criteria are:
- 8.1.1 success in the relevant entrance assessments; and
 - 8.1.2 satisfactory interview; and

- 8.1.3 a positive confidential reference from the applicant's present school (if applicable);
and
- 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 Training

- 9.1 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.
- 9.2 The level and frequency of training depends on role of the individual member of staff.
- 9.3 The school maintains written records of all staff training.

10 Record keeping and confidentiality

- 10.1 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.
- 10.2 A confidential admissions record will be kept for each candidate.

10.3 Admission register

For pupils admitted to the school, the school will:

- 10.3.1 maintain an admission register; and
- 10.3.2 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).

- 10.4 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.

11 Version control

Date of adoption of this policy	November 2018
Date of last review of this policy	September 2017
Date for next review of this policy	November 2019
Policy owner (SMT)	D May
Policy owner (Proprietor)	Amit Mehta