



WARLINGHAM PARK SCHOOL
Admissions Policy

This policy applies to the whole school, including the EYFS

September 2021

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1 Aims

- 1.1 This is the admissions policy of Warlingham Park 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 2019;
 - 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, April 2020).
- 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, May 2021).

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 School office 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	Sarah Buist	As required, and at least termly
Monitoring the implementation of the policy, relevant risk assessments and any action taken in response and evaluating effectiveness	Sarah Buist	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	Sarah Buist	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	Sarah Buist	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 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 Nursery Manager 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 and also to candidates for occasional vacancies in any other year group.
- 7.5 **Admissions procedure:** Once an application has been received, the procedures outlined below will be followed in order to determine whether or not pupils would benefit from being offered a place at our school:
- 7.6 If this hasn't already taken place, an interview with the Headteacher will be arranged
- 7.7 There is no formal assessment or observation for Nursery, Pre School or Reception pupils, however parents are expected to disclose any particular needs that the school should be aware of.
- 7.8 Pupils already of Reception age will be invited to spend a short time in the classroom.
- 7.9 Pupils entering the main school (ie. Years 1-6) will be invited to attend for a morning and join the activities of the potential class. During this time, the child will be introduced to the Class Teacher and shown where certain important things are (i.e. toilets, coat hooks, etc.). They will also be asked to sit an assessment.
- 7.10 References from a child's previous School or Nursery may also be sought.
- 7.11 On successful completion of this morning, a place will be offered if available once any areas of concern raised by the Class Teacher have been discussed with the parents. If no places are currently available, these children will be placed on a waiting list. Parents of children who are not eligible will be informed shortly after the assessment.

- 7.12 Where classes are oversubscribed, offers of places will not be issued on a first come first served basis. Applications for last available places will be considered over a reasonable period of time and the oversubscription criteria will be applied accordingly.
- 7.13 Parents accept the offer of a place by returning the signed Acceptance Form and deposit. The form must be signed by all adults who have parental responsibility for the child and any relevant information or court orders provided. This constitutes a formal acceptance of their child's place, and the deposit is non-refundable if the place is not taken up. Thereafter a full term's notice, in writing, must be given should parents wish to withdraw their child from our school. The deposit will be refunded when a child leaves the school, providing all fees and other costs have been paid in full.
- 7.14 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.
- 7.15 All candidates must have the legal right to live and study in the UK
- 7.16 **Oversubscription for entry to Reception:** 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.
- 7.17 It is assumed that pupils will automatically progress through the School, subject to him / her meeting the required standards of behaviour and progress.

8 Training

- 8.1 The School ensures that regular guidance and training is arranged on induction and at regular intervals thereafter 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.
- 8.2 The level and frequency of training depends on role of the individual member of staff.
- 8.3 The School maintains written records of all staff training.

9 Record keeping and confidentiality

- 9.1 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.
- 9.2 A confidential admissions record will be kept for each candidate.

9.3 Admission register

For pupils admitted to the School, the School will:

- 9.3.1 maintain an admission register; and
- 9.3.2 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 May 2021).

9.4 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.

10 **Version control**

Date of adoption of this policy	September 2020
Date of last review of this policy	September 2021
Date for next review of this policy	September 2022
Policy owner (SMT)	Sarah Buist
Policy owner (Proprietor)	ILG