

## ADMISSIONS POLICY

<b>Written:</b>	JM - June 2018
<b>Approved by:</b>	BM, SV, MW, LK
<b>Applicable to:</b>	All staff, governors, local authority representatives and parents
<b>For review:</b>	June 2019

### Rationale

The following policy sets out the entry procedures to Slindon College, as required by the Education Act 2002, School Standards and Framework Act 1998, School Admissions Code 2014, and Education (Independent School Standards) (England) Regulations 2010.

Slindon College is a single sex independent school for boys with Specific Learning Difficulties, Speech and Language Disorders and certain autisms as well as other needs or diagnoses, for example, Dyslexia, Dyscalculia, Dyspraxia, ADHD, ADD, and other difficulties. Many of our children are referred to us and funded through the local authorities. Our age range is between 8-19 years of age. Some of our children will have a Statement of Special Educational Needs or an Education Health Care Plan. Others may be undergoing assessment. Boys enter our school via two routes: from independent applications, or referred and sponsored by Local Authorities. No pupil or student is refused entry on the grounds of race, gender reorientation, ethnicity, religion or sexual orientation.

Deciding on the right school for any child is very important, and we believe that a personal visit is invaluable. We very much hope that all prospective children and parents or guardians will visit us. We hold a number of open events during the year, which give a general introduction to the School. These are detailed on the school website. But we are very happy to welcome prospective parents and their children at other times. Visits can be arranged by contacting the School's secretary, on 01243 814320 or email [registrar@slindoncollege.co.uk](mailto:registrar@slindoncollege.co.uk).

### Aims

- To ensure pupils and students are fairly and appropriately admitted to the school community
- To ensure pupils and students have a trial period to assess suitability
- To ensure we only admit students who we feel we have the skills and resources to progress and make a positive contribution to their lives
- To ensure pupils and students feel safe integrated and harmonious as possible within our school community
- To have consistent clear approach to admissions thereby ensuring we comply with appropriate regulations.

*Admission profile* - There is no standard admission profile for Slindon College, however, we happy to admit boys for whom the school can meet their current needs. This may include:

- Dyslexia
- Dyspraxia
- Speech, language and social communication difficulties.
- ASC/ASD
- Boys who not fit in to a larger school or whose who are vulnerable

Boys can only be admitted to Slindon College if the school can meet their current needs. A child who needs a higher level of speech and language and / or occupational therapy than is available would be better suited to a school with a higher level of therapy provision.

*Information required for admission* - Information required by the school prior to admission  
For all boys;

- name in full
- age and date of birth
- sex
- details of parents/guardians or carers and if necessary their relationship to the child
- Emergency contact details of parents/guardians or carers plus one other
- ethnic background, cultural needs, religious needs/persuasion;
- home address
- health needs and medical history
- educational history, needs (boarding or day school), current provision, support received and required including EHCP and/or other professional reports
- date of admission to Slindon College
- year group to be entered

For some boys;

- risk issues, level of supervision required, establish if any history of self-harm/suicide, history of volatile and aggressive behaviour, child protection issues, risks presented by third parties; expectations and requirements sought by the placing authority to meet his needs
- the name, address and telephone number of accountable social worker (if applicable);
- the young person's legal status;
- the young person's and their family's social history;

The information provided will assist the Headmaster in his assessment as to whether a school placement is viable and appropriate. The Headmaster will consider whether the school has sufficient staffing in terms of number and experience to manage such admission both in terms of the individual young person's needs and respect of the potential impact that the admission may have on existing group dynamics.

Parents or guardians/carers will also be asked to provide the school with any further information which they feel will enable us to provide their child with the best possible education. All of the information collected prior to admission will then be used as the pupil/students registration details.

## *Admission Process -*

Stage 1 - Contact is usually made to the school by parent or guardian. As much information as possible will be sought at the point of referral to inform a preliminary assessment as to whether the referral is appropriate and as to whether the school is able to meet the needs of the young person. This is usually done by SENCo. Although the final decision always rests with the Head Teacher.

Stage 2 - Child and parents are offered a tour of the school and interviews. Interviews are with a member of SEN department and Headmaster (or deputy). Interviewers will then assess if a trial is to be offered. During interview prospective candidates and their parents/ guardians are informed of expected standards of behaviour and our rewards and sanctions.

Stage 3 - All prospective pupils and students are required to undertake a trial period prior to any offer of a place being made. This is usually three consecutive days for a day place, and one week for a boarding place. The school reserves the right to request an extension of the trial period if it is felt necessary. The purpose of the trial period is to assess our mutual compatibility both academically and socially. Prior to any trial we require that emergency contact details, medical information and consents are signed and held with the school. All members of staff who have worked with the prospective pupil or students are asked their opinion on the suitability.

Stage 4 - If agreed a place will be offered based on availability and in accordance with the *Code of Practice for Schools, Disability Discrimination Act 1995 Part 4* and Schedule 10 of the Equality Act 2010. A date will be agreed for starting and a school uniform will be ordered. The Finance Department will arrange appropriate contract arrangements with parents or the relevant placing authority.

Stage 5 - All necessary paperwork will be completed, signed and filed and the registration process will be completed. A final date for admission will be agreed whereupon he will be added to the school attendance register which is maintained in accordance with the Education (Pupil Registration) (England) Regulations 2006.

*Points of Entry* - The usual points of entry are at age 9 for Year 5, age 11 for Year 7, age 13 for Year 9 and age 16 for Year 12. There may be circumstances when boys are not placed in the chronologically correct year group. This will be discussed and advised on admission. It is the school's policy not to admit new students into Year 11. Year 10 students may be considered for entry at the discretion of the Headmaster.

*Admission of boys with physical disabilities* - The School welcomes boys with disabilities providing we can offer them the support that they require and cater for any additional needs and that our site can accommodate them. Pupils and students with physical disabilities in addition to specific learning difficulties are admitted if they meet the criteria for entry. Every effort is made to make reasonable adjustments under the Equality Act 2010 (see SEN policy and Accessibility policy). However, students have to be sufficiently mobile to manage the stairs, since it is not possible to install a lift. In addition, boarders need to demonstrate their ability to manage their personal care, with age appropriate support.

*Religious Beliefs* - Slindon College has a broadly Christian foundation, however, we do not admit on the basis of religious belief, and we offer the opportunity for other religions to practice their own faiths and endeavor to support this within our school community. However, parents and children should be aware that the school holds regular community worship or assemblies, some of which will place in a local church.

*English as an Additional Language* - Our school will make provision for boys who have English as an additional language, (EAL) in the assessment procedure. We do not regard pupils or students as having a 'learning difficulty' solely because the 'language or medium of communication of the home is different from the language in which he is or will be taught' (Education Act 1996, Section 312(1), (2) and (3)). However, pupils or students for whom English is an additional language (EAL) will be provided with appropriate support provided they meet our School admission criteria. Any additional support will be charged separately to our basic fee. They will be assessed for the support that may be needed for them to access to the curriculum along with all other aspects of life at Slindon College. (Refer to SEN policy for additional information).

*Overseas candidates* - We welcome overseas pupils and students, provided that he/she has a relative or responsible adult such as a guardian, living in the UK with whom he can stay for some weekends, more details of which are contained in the School's Terms and Conditions. However, parents of overseas pupils should appreciate that we do not run a short-term study programmes and we expect overseas pupils to finish a complete course of study such as Years 7-11, Years 9-11, or Years 12 -13.

*Additional Needs* - When a child who has an Education, Health or Care Plan (EHCP) or a Statement of Special Educational Needs joins our school, we will always consult with parents/guardians/carers and, where appropriate, the Local Authority to ensure that the required curriculum and specified needs can be provided for by the school.

We will also co-operate with the Local Authority to ensure that relevant reviews, including the annual review, are carried out as required by regulation and best practice. The school will make reasonable adjustments to meet the needs of children with an EHCP. Any additional services that are needed to meet the requirements of the EHCP or additional

services such as dyslexic tuition will be subject to charge. This will be either directly to the parents/guardians/carers, or the Local Authority if they are responsible for the fees and our school is named in Part 4 of the relevant section of the EHCP. Our school has a policy and procedures for children with *Special Educational Needs and Disabilities* (SEND) in line with the *Special Educational Needs and Disability Code of Practice: 0 to 25 years* (DfE and DoH: January 2015).

*Emotional or behavioural problems* - We do not admit pupils or students who adversely affect the education of others because of emotional or behaviour problems or ADHD that is not well controlled.

*Equal Opportunities* - We encourage applications from boys with a diverse range of backgrounds. This enriches our community and is vital in preparing our pupils and students for today's world. Bursaries are offered in order to make it possible for as many as possible who meet the admission criteria to attend the College. Our provision for bursaries is described below. Slindon College is committed to equal opportunities for all, regardless of a child's disability, gender reassignment, race, religion or belief, sexual orientation, or social background. As we are a single sex school we do not offer places to girls. Prospective pupils or students who identify as transgender, will be admitted where it is reasonably practical to do so, when we can ensure the safety and comfort of all pupils and students (including the child concerned) and minimise any perception of social exclusion. We apply the term transgender to anyone who is undergoing, has undergone or is proposing to undergo a process (or part of a process) of reassigning their sex by changing physiological or other attributes or someone who identifies themselves as having a gender different from their sex.

*Bursaries* - The College has a bursary fund designed to help those who we feel we can benefit but who cannot afford all of the fees or other additional costs. We offer means-tested awards where the parents have requested financial support. Parents are required to provide proof of their income and assets. The level of support varies according to parental need. This is not available to pupils or students who are funded by local authorities.

*Contractual terms and conditions* - Terms and conditions are on the College website and will be made available to parents as part of the admissions process.

*Deletions from the admissions register* - We are obliged to inform the local authority when a pupil or student is going to be deleted from the admission register on certain grounds. In summary, these are: when the child has been taken out of school to be home educated; when the family has apparently moved away; when the child has been certified as medically unfit to attend; when the child is in custody for more than four months; when the child has been permanently excluded. In addition to this, we must notify the local authority, within 5 days, when we add or remove a boy's name from the admissions register at non-standard transitions, i.e. where a compulsory school-aged child leaves a school before completing the school's final year or joins a school after the beginning of the school's first year.

Should a pupil or students have 20 school days unauthorised absence or a non-return within 10 school days after authorised leave of 10 school days or more, then the school and local authority will jointly make reasonable enquiries as to the pupil's whereabouts. Should this happen then the school reserves the right to delete the boy from its admissions register.

*Complaints about admissions* - The School hopes that we do not have any complaints about the School's admissions process; but copies of the School's Complaints Procedure are available on our website and can be sent out on request.

<b>Monitoring by:</b>	Head Teacher Deputy Head Teacher SENCO Bursar
<b>Evidenced by:</b>	Admissions/Registrations Files Discussions with staff Discussions with students Discussions with parents Information on website

Policies are subject to continuous monitoring, refinement and audit by SLT. The Chairman of Governors undertakes an annual review of policies and of the efficiency with which the related duties have been discharged by the date stated or earlier if changes in legislation, regulatory requirements or best practice guidelines so require.