



## ADMISSIONS POLICY

Colston Bassett Preparatory School is a selective, independent, co-educational school. The ethos is based on spiritual and moral values which parents and pupils must recognise and agree to uphold. It welcomes applications from boys and girls from all social or cultural backgrounds who will benefit from the traditional values and high moral standards which embrace the school as a whole. Children will 'Learn for Life' in an environment which celebrates each child as an individual and provides them with a balanced school life. We strive to provide an academically challenging timetable, but also regard the performing and creative arts and sporting and outdoor activities as fundamental to every child's personal development.

### POLICY STATEMENT

The aim of this policy is to identify and admit children who can take advantage of the broad and varied curriculum and thrive in the environment that Colston Bassett School offers.

### EQUAL TREATMENT

We welcome children from many different ethnic groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our school community and the rights and freedoms of others. All candidates for admission will be treated equally, irrespective of their or their parents' race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, orientation, property, birth or other status.

### DISABILITY AND SPECIAL EDUCATIONAL NEEDS

The school has limited facilities for the disabled, but will do all that is reasonable to comply with its legal and moral responsibilities under the *Special Educational Needs Disability Act 2001* in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the school can cater adequately. We aim to be inclusive and may admit pupils with Special Educational Needs at our discretion. The school's current registration with the Department for Education does not permit us to admit pupils with Special Educational Needs, however, we will respond to the needs of any potential pupil by negotiation with parents.

The school needs to be aware of any known disability or special educational need which may affect a child's ability to take advantage of the education provided at the school, without causing detriment to the education of other children. Parents of a child who has any disabilities or special educational needs should provide the school with full written details at registration, or subsequently before accepting the offer of a place.

The school needs this information so that, in the case of any child with particular needs, we can assess those needs and consult with parents about any adjustments which can reasonably be made to cater adequately for the child's needs both during admission process and if an offer of a place is made. The school reserves the right to compile an individual cost framework for a child with particular needs and review this regularly.

Similarly, if special educational needs or a disability become apparent after admission, the school will consult with parents about reasonable adjustments/individual cost frameworks that may allow the child to continue at the school.

# ADMISSION PROCEDURES

## Entry

- Entry to the school is at the discretion of the Headteacher in consultation with the School Directors and subject to the availability of places. These procedures apply to: Reception (4+) and also to candidates for vacancies in any other year group.
- Priority is given to siblings of pupils already in the school.
- Once the spaces have been filled, names are put on a waiting list in the order of registration. Parents are told when they visit the school whether, at that stage, there is an available place for their child (subject to the assessment procedure below) or a waiting list place.
- It is the duty of parents to disclose information on their child's health or learning needs.

## Registration

- On initial enquiry parents are sent a school prospectus and are invited to have a tour of the school.
- Prospective parents also receive a Registration Form and the school's **Admission Policy** which should be completed and returned with a non-refundable £50 registration fee. This is acknowledged and the place (or Waiting List place) is provisionally confirmed in writing.
- Twelve months prior to joining Reception (usually less for other years) prospective entrants are requested to pay a fee deposit of £250 (which will be refunded on the leaver's fee account after completion of Year 6) upon receipt of which their places are confirmed as guaranteed, subject to satisfactory completion of assessment procedures set out below.
- In the event of a place not being available, the prospective pupil's name is carried forward on the waiting lists until such time as he/she can be accommodated, or his/her name is withdrawn.
- A Registration Form and Fee is required for each individual child.

## **Assessment procedures for entry into different year groups are as follows:**

**Reception:** Entrants to Reception are not formally assessed at this time but development records from a previous pre-school or nursery will be requested (if applicable).

**For all entrants above Reception level, reports from the previous school will be requested.** Applicants will be invited to taster sessions with their prospective classmates. They will meet their teacher and be informally assessed to establish whether Colston Bassett School is a suitable environment for them.

POLICY REVIEWED AUGUST 2018