

## ADMISSIONS POLICY

### Legal Status:

- Complies with Regulatory Requirements (2010), Part 6, Paragraph 24 (3) (a) as amended 2013.

### Applies to:

- the whole school including the Early Years Foundation Stage (EYFS), out of school care, the breakfast club, the afterschool clubs, the holiday club and all other activities provided by the school, inclusive of those outside of the normal school hours;
- all staff (teaching and support staff), the proprietor and volunteers working in the school.

### Other relevant documents:

- Equality and Diversity Policy
- Special Educational Needs and Disability Act (SENDA)
- Attendance Policy
- Inclusion Policy

### Availability

This policy is made available to parents, staff and pupils in the following ways: via the School website, and on request a copy may be obtained from the School Office.

### Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Headmaster.
- The Proprietor and the Headmaster undertakes an annual review of this policy and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if changes in legislation, regulatory requirements or best practice guidelines so require.

•

• Signed:



•

• Headmaster

•

Signed:



Proprietor's Agent

Date: 21<sup>st</sup> January 2019

## Admission Policy

### Kingswood School

All applications for admission to Kingswood School require the completion of the Application Form and payment of the Registration Fee (which is non-refundable). The forms are available from the school and should be returned to the School Office.

At Kingswood School we are registered to care for and educate children from the age of three years to eleven years. To register, a parent completes the Registration Form (which requests details of the child's full name, date of birth, the name and address of every parent); there is a registration fee of £100.00. The child will then be either offered a place, declined a place, or placed on the waiting list for the desired entry date, and a letter to this effect is sent to the parents.

We require confirmation of the date of birth of a child.

### Assessment Procedure

The assessment procedure for pupils seeking to join the school in KS1 and KS2 will involve a formal written assessment, usually comprising of a Maths and English test. This is to assess their current level of learning in order that we can provide an appropriate educational programme.

Prior to the child's attendance at the school the parents or guardians must complete and sign the:

- *Registration Form*
- *Acceptance/Health Form*
- *Home-School Agreement*
- *Parent-School Contract Standard Terms and Conditions.*

This provides Kingswood School with the following vital information, and informs the parents of the basic standards of behaviour and the attitude towards teaching and learning that the school expects and requires.

- Name, home address and date of birth of each child
- Starting date
- Name, address, telephone numbers and emails of parents or guardians
- Emergency telephone numbers of parents or guardians
- Special Diets
- Arrangements for collection for younger children or those with special needs that makes collection by an adult essential
- Name, address and telephone number of the child's doctor
- Illness and inoculation details
- Details of any allergies
- Parental consent on emergency procedures

Parents or guardians will also be asked to provide the School with any further information which they feel will enable us to take that best possible care of their children.

The admission procedure for Kingswood School is as follows:

- On receiving a contract from a person considering placing a child here, record the person's and child's names, child's gender and age, address, telephone numbers, other contact information and proposed date of entry. Arrange a time to visit and/or send out a prospectus pack and other information they request.
- At this point if the child's parents are convinced the school is appropriate for their child they will complete the registration form, which in this case should be sent out with the Prospectus Pack, at this time.
- On visiting the School, the visiting adults, ideally accompanied by the child, should be taken around the School and be given comprehensive information. Key personnel should speak to them.

- At this time if the registration form has not been completed and the parents wish the child to be considered for a place it must be completed at the end of the visit. Information is to be given on uniform shop opening times.
- Reports from previous schools, educational psychologists or other relevant experts are to be requested.
- The child may be invited to spend a day (or days) in school.
- Before the decision to admit a child is confirmed by the School the parents/guardians are required to complete the "Acceptance Form" and sign the "Parent-School Contract – Standard Terms and Conditions."
- When a child has enrolled, the parents/guardians names should be added to the list to receive information on the school and invitation to events, along with parents already enrolled.
- Those to undertake base-line assessments are to be informed so that these can be done
- 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

For more details please see the *Prospectus*, *website* and the following *Registration form*, *Acceptance form* and *Parent-School Contract - Standard Terms and Conditions*

### **Special Educational Needs.**

If an offer is subsequently made and the child takes up his or her place, the School will make provision for appropriate support (subject to an additional charge to the parents). In the case of candidates holding an Education, Health and Care Plan (EHCP) from the Local Authority, Kingswood School will meet the provisions of the EHCP (subject to a charge to the local authority).

### **English as an Additional Language**

Our school will make provision for children who have English as an additional language, (EAL) in the assessment procedure.

The Proprietor of the school is Dr Shahzad Yousuf whose address for correspondence during both term-times and holidays is Kingswood School, St James Place, Shirley, Solihull, B90 2BA. The telephone number on which the proprietor may be contacted at all times is 0121 744 7883 and the email address is [info@kingswoodschool.co.uk](mailto:info@kingswoodschool.co.uk).