

ADMISSIONS POLICY

Legal Status:

- Complies with Regulatory Requirements (2010), Part 6, Paragraph 24 (3) (a) of The Education (Independent School Standards) (England) (Amendment) Regulations.

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
- Children Missing Education (DfE, 2016)

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 (who is also 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:



Date: August 2017

Mr R.J.S. Higgins

Headmaster and Proprietor

All applications for admission to The Pointer School require the completion of the Registration 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 (signed by both parents).

At The Pointer 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. No child is refused entry on the grounds of race, ethnicity, gender, religion or sexual orientation. 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*
- *Sign receipt of the school's terms and conditions*
- *Parking Agreement.*

This provides the Pointer 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
- 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 the Pointer School is as follows:

- 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, available to download from the website, and give it to the school office, together with the registration fee.
- On visiting the School, the visiting adults, accompanied by the child/ren, 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.
- 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 receipt of the term and conditions.

The Pointer School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

- 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
- The Local Authority (Royal Borough of Greenwich) is then informed if any children are added to the admissions register who have started at a non-standard entry point to the school (Reception- Year 6) in line with requirements from *Children Missing Education* (DFE, 2016).

Where pupils fail to attend school on the day agreed or notified, the school makes reasonable efforts to establish why they have not attended, and notifies the Local Authority of this.

Requesting information from a previous school

When a child is added to the school's register it is the school's policy to send an information request pack to their previous setting. This requests the setting to supply any safeguarding, parental, or academic concerns that they may have had about the child joining The Pointer School.

Special Educational Needs

Where a child who has an Education, Health and Care (EHC) Plan joins the Pointer School, we will always consult with parents and, where appropriate, the Local Authority to ensure that the required curriculum is provided for as set out in the Statement. The school will make reasonable adjustments to meet the needs of children with a statement of special educational needs. Any additional services that are needed to meet the requirements of the Statement or additional services such as dyslexic tuition will be subject to charge. This will be either directly to the parents, or the Local Authority if they are responsible for the fees and the Pointer School is named in the Education, Health and Care (EHC) Plan. Our school has a policy and procedures for children with *Special Educational Needs and Disabilities* (SEND).

English as an Additional Language

Our school will make provision for children who have English as an additional language, (EAL) in the assessment procedure. We do not regard children as having a 'learning difficulty' solely because the 'language or medium of communication of the home is different from the language in which he or she is or will be taught' (Education Act 1996, Section 312(1), (2) and (3)). However, pupils for whom English is an additional language (EAL) will be provided with appropriate support provided they meet the Pointer School Academic criteria. They will be assessed to gauge the support that may be needed in order to ensure equal access to the curriculum along with all other aspects of life at the Pointer School. Our school has a policy and procedures for students requiring *English as an Additional Language* (EAL).

Children leaving The Pointer School

Parents removing their child/ children from The Pointer School are required to give a term's notice of their removal. Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil may be removed from the admission register if the school is unable to establish the whereabouts of the child. Where a child is removed from the admissions register before the standard transition point (the end of year 6) it is our policy to request from parents the following information:

- the pupil's future address (if applicable)
- the pupil's destination school, if applicable
- the date the pupil is expected to start at their new school

This information is then passed on to the Royal Borough of Greenwich (emailed to school-register-reporting@royalgreenwich.gov.uk) in line with the requirements outlined in *Children Missing Education* (DFE, 2016). Where The Pointer School has any serious safeguarding or academic concerns it is our policy to contact the new setting to make them aware of this. Where new settings request information it is our policy to supply the request information where possible.

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The Headmaster and Proprietor of the school is Mr Robert Higgins whose address for correspondence during both term-times and holidays is The Pointer School, 19 Stratheden Road, Blackheath, SE3 7TH. The telephone number on which the proprietor may be contacted at all times is 02082931331 and the email address is headmaster@pointers-school.co.uk.

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