



New Forest Small School

ADMISSIONS POLICY

Please note: the New Forest Small School (NFSS) is committed to protecting individual's personal data, and aims to remain at all times fully compliant with data protection laws and guidance from the relevant regulators. NFSS further commits to ensuring that the planning and writing of all policies and procedures that involve the handling of personal data are guided by the principle of privacy by design, and that individuals' rights to have their data safeguarded are a paramount consideration in NFSS's pursuit of all its operational and strategic practices.

NFSS is committed to inclusion across race, gender, faith, identity and abilities.

Member of Staff Responsible	Headteacher
Approved By	Proprietor
Status and Regularity of Review	Statutory; Annual
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POLICY STATEMENT

The New Forest Small School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The Admissions policy has been kept simple, with regards to meeting educational needs and the provision for an appropriate level of acceptable behaviour.

We are a non-selective school that welcomes children from all backgrounds and abilities. All applications will be treated on merit and in a sensitive manner.

In line with our purpose, vision, and values, we welcome applications from all like-minded families with qualified students (please see below for more information on this). NFSS is committed to the equal treatment of applicants and

students under the Equality Act 2010. We support inclusion across race, gender, faith, identity, and abilities.

The term 'parent(s)' in this policy refers to one or more people with parental responsibility, and may be taken to include a child's legal guardian.

1. Aims of the Policy

1.1 This policy governs the admission of individuals as students to NFSS. NFSS aims to provide:

- a fair and consistent admissions process;
- a process whereby, through a review of the application and supporting documents, individual needs (for example, academic, physical, medical, social, emotional and behavioural) are identified, and through which an evaluation is carried out to determine whether such needs can be met within the school, and specifically whether these can be accommodated within the profile of the relevant existing cohort;
- effective support mechanisms for applicants and enrolled students;
- a process which is consistent with the schools' need to ensure their obligations regarding child protection and safeguarding are met and that NFSS's duty of care to staff, students and third parties is discharged.
- Our aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world.

2. Scope of the Policy

2.1 This policy is relevant to individuals (and their parents/guardians) who are seeking admission for a place at NFSS. In this policy "applicant" refers to the prospective student for whom the parent/guardian is seeking admission.

3. Information and Guidance for Applicants, Parents and Guardians

3.1 Information about NFSS, the relevant entry criteria and other useful information is available from the following sources:

- the NFSS website www.newforestsmallschool.com

- contacting the admissions team (headteacher and school administrator)
- school visits and open mornings

4. A Qualified Applicant

4.1 NFSS will evaluate an application based on these requirements and in accordance with the school's resources, programmes, and place availability.

4.2 A qualified applicant is one who, based on the information received:

- is likely to demonstrate an ability to access content, knowledge and skills in the curriculum.
- can integrate with, and be accommodated within, the profile of the relevant existing cohort (the class that the Headteacher views as most suited to their age *and* academic needs).

4.3 NFSS will offer places to qualified applicants subject to the availability of places. Qualified applicants for whom a place is not available will be notified that they will be placed on a waiting list.

4.4 The language of instruction is English. Older applicants must demonstrate a sufficient level of English to access the curriculum, which may be tested by means of an external assessment as part of the application process.

4.5 If, during the review of the application, NFSS identifies that additional testing is required to review the application, this will need to be arranged and paid for privately by the parents, before a final decision is made.

4.6 If an applicant is accepted on a conditional basis, continuing enrolment in school will be predicated on the applicant complying with all the criteria set out on acceptance within the time specified.

4.7 Students with additional needs, such as medical conditions or SEND, are welcome provided that we have the appropriate resources and facilities to offer them the support that they require and/or we can facilitate the reasonable adjustments necessary to support them.

4.8 The admission team needs to be aware of any known medical condition, disability or special educational need which may affect a child's ability to participate in the admissions procedure and take full advantage of the education provided at the school. NFSS, as an independent school, does not have a statutory obligation to comply with the Special Educational Needs and Disability Code of Practice. In keeping with the Equality Act 2010, the school makes reasonable adjustments where possible to support pupils with identified additional learning needs or disabilities. However, as an independent mainstream setting, the school is

not able to offer highly specialised facilities or intensive programmes for children with SEND.

5. How to Apply

5.1 A visit by the family is necessary prior to applying. The objective is to ascertain whether the school's learning environment and academic programme(s) are appropriate and suitable for the applicant's learner profile.

5.2 Applications are considered for admission on a rolling basis, throughout the year.

6. Admissions Decision

6.1 The final decision to offer a place at the school (with or without specific conditions), to place the applicant on a waiting list, or to decline an applicant for admission resides with the Headteacher. This decision will follow consultation with other school leaders and academic staff in the relevant classes. The list of grounds for declining an application in Section 6.2 is offered for guidance purposes only and is not intended to be exhaustive; there may be other reasons or circumstances for the admissions team considering an applicant unsuitable for admission to NFSS. The term "admissions team" used in this list is intended to describe those who are consulted by the Headteacher before a decision is reached.

6.2 The admissions team may in its absolute discretion decline an application on the following grounds:

- if the minimum entry requirements for admission have not been demonstrated;
- if the admissions team considers, in its reasonable opinion, that the applicant may endanger or pose a risk of harm to staff or students of the school;
- if the admissions team identifies that complete or accurate information was not disclosed in the application process by omission, or misleading information was provided;
- if the admissions team considers, in its reasonable opinion, from the submitted application documentation, that there are relevant disciplinary or behavioural grounds for not admitting the applicant;
- if the applicant has specific academic, physical, medical, social, emotional or behavioural needs which the admissions team considers, in its reasonable opinion, that NFSS is unable to meet;
- if the admissions team considers there is another proportionate and justifiable reason for refusing admission.

7. Appeal Procedure

7.1 NFSS shall, at its absolute discretion, be entitled to offer or decline a place to an applicant. An unsuccessful applicant who wishes to raise an appeal against NFSS's decision may do so by appealing in writing to the School Proprietor (using the address on our school website), who will follow our appeal process. You should hear back from the proprietor within 30 working days.

8. Fees

8.1 We regret that we are not currently in a position to be able to offer bursaries or scholarships for students in our school.

8.2 Details of the fees applicable to your child will be as specified when we offer you a place.

8.3 Fees are due at the beginning of each month. We recommend setting up a direct debit to the school. In special circumstances the school will consider an alternative monthly payment date to be agreed between you (the parent/s) and the school.

8.4 If fees are unpaid within 14 days of the agreed date of payment, we will be entitled to refuse to allow your child to attend the school or to withhold any references and/or records while fees and/ or payment remain unpaid.

8.5 We will be entitled to review and update the fees as required.

9. Monitoring and Review of this Policy

9.1 NFSS will review this policy on an annual basis to ensure that it meets all legal requirements and reflects best practice. Such changes as may be required will be made and the amended policy published on the NFSS website.

10. Other relevant policies

10.1 The attention of parents and applicants is drawn to other policies published by NFSS which relate to and inform admission at NFSS. These include:

- Attendance Policy
- Behaviour Policy
- SEND Policy

