



New Forest Small School

ADMISSIONS POLICY

Member of Staff Responsible	Headteacher
Regularity of Review	Every two years

RATIONALE

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 need 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.

The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available in the class that is regarded by the Headteachers as the most appropriate, taking into account both the child's age and their academic ability, we enforce the procedure set out below in order to determine whether a child can be allocated a place or not.

This policy paper should be read in conjunction with the Behaviour Policy and the Accessibility Policy.

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.

PRINCIPLES

When a prospective parent first visits the School, a place may be offered on the following basis:

- That a place is available in the class that the Headteachers view as most suited to the child's age *and* academic ability, i.e. the number of children already enrolled in the class is at or below the maximum number of children (12)
- That, if no place is available in the appropriate class, a child within the class has given notice and a space will become available on a clearly specified date.
- That the admission will be accepted on the understanding that the School must, at the time of admission, feel that it will be able to meet the academic and pastoral needs of a child, i.e. that the child will be able to access a New Forest Small school education. (This decision is made on the basis of the

information provided by the parents in the application form, including any relevant medical or educational reports.)

- That a child's behaviour is of such an acceptable and appropriate level such that, at the time of entry, the child will not disrupt their own education or cause the long-term disruption of the education of other children.

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. The school is committed to equal treatment for all, regardless of a candidate's gender, race, ethnicity, religion, sexual orientation or social background.

Parents are required to sign the application form to state that all the information provided in the form is true and complete. If, after an offer of a place has been made and accepted, the school subsequently becomes aware that the information provided in the application form was misleading, inaccurate or incomplete, the Headteacher will be asked to review the offer. If the Headteacher is convinced that the school is unable to meet the child's academic needs, i.e. that the offer would not have been made if correct and accurate information had been provided at the time of application, the school reserves the right to withdraw the place by giving half a term's notice.

Early Years Funding Entitlement

The school is pleased to offer 15 hours per week free education for all 3-5 year olds under the Early Years Education scheme – Universal Entitlement. Parents can also now apply for 30 hours a week free education through HMRC – Extended Entitlement. Should you meet the criteria, you will be given an 11-digit code and will be able to use the entitlement in more than one setting if necessary.

The school also receives Early Years Pupil Premium funding for eligible children. (www.gov.uk) This additional funding is used to support the individual child within school. Decisions on this are made in consultation with parents and any other involved services. Details of the spending are tracked and recorded, to monitor the impact on the child's learning.

Fees for Students in Primary and Secondary Classes

Our fees are extremely competitive in relation to most independent schools in the area, but we regret that we are not currently in a position to be able to offer bursaries or scholarships for students in the Primary and Secondary classes.

Flexi-Schooling

We are willing to consider applications for flexi-schooling, in which students attend the New Forest Small School on specified days and receive the remainder of their education at home, only in the Kindergarten and Primary classes or in the specific flexiclass. Parents interested in applying for a place on a flexi-schooling basis should discuss this with the Headteacher(s) in the first instance before making a formal application.

Flexi-schooling applications will not be accepted unless the Headteachers are satisfied that the parent(s) (or other individual(s) delivering home education) fully understand(s) the ethos of the school, the 'Learning for Life' goals and the curriculum followed at the school, and is willing to take responsibility for ensuring that the child's overall education is equivalent to that which would be received by a full-time pupil. For more information, please see the Attendance Policy.

Flexi-schooling will not be considered in the Secondary classes under any circumstances and all Secondary pupils are expected to attend the school from 9.30 a.m. to 3.30 p.m., Monday to Friday.

Pupils with special educational needs

We do not discriminate in any way regarding entry. We welcome pupils with special educational needs, providing that the New Forest Small School can make the reasonable adjustments to offer them the support that they require. We welcome pupils with special educational needs and disabilities (SEND), including mobility problems, provided that our site can accommodate them safely. However, we advise parents of children with special educational needs and/or disabilities to discuss their child's requirements with the school before booking a 'Trial Week'.

We reserve the right to decline admission on the grounds that the school is unable to meet the child's needs and/or we feel that the child will be unable to access the education that the New Forest Small School provides.

Parents should provide a copy of an Educational Psychologist's report or an Education, Health and Care Plan to support their request, for example for a Learning Support Assistant or other special arrangements. We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if they become a pupil at the school. Please

read our Special Educational Needs and Disabilities (SEND) Policy for further information.

Siblings

Most siblings join us at the school. However, admission is not automatic, and there may be occasions where we judge that a sibling is likely to thrive better in a different academic environment.

Behaviour and Exclusion

Your child's place at the school is dependent on being a good, full member of our community according to our Behaviour Policy, which outlines our rewards and sanctions, which could ultimately lead to exclusion.

Parental cooperation forms part of the contract between the school and all parents of children at the school. A refusal to abide by the terms of exclusion may be considered a breach of contract.

Appeals

Parents are entitled to appeal to the Governors' Advisory Board against any exclusion. A letter stating the intention to appeal should be sent to the Secretary of the Governors' Advisory Board at the school. A hearing will be set up as quickly as possible, but within two weeks at the latest.

PROCEDURES

Application Process

The parent(s) requesting a place for their child(ren) should complete the enquiries form on the school website. A non-refundable registration fee and refundable deposit is payable upon completion of a trial week if the school are able to accommodate your child.

Parents may apply for a place at any time, but we encourage applications for the start of the academic year if at all possible, or otherwise for the beginning of a new term, to minimise disruption.

Completed application forms will be stored securely in accordance with the school's Data Protection Policy, according to the General Data Protection Regulations. If you have any concerns or questions about data processing and storage at the school, please contact the Data Protection Officer, Mr Ashley Brockwell.

Following a visit/visits by the parent(s) and child(ren), a 'Trial Day' will usually take place, during which a child's educational needs will be assessed. Feedback from members of the teaching staff will be used to inform the decision as to whether a parent will be offered a place for their child at the New Forest Small School. The deposit will be refunded in full if no place is offered.

If the child(ren) is/are offered a place at the school, the parent(s) will be notified and asked to pay the first term's fees.

Admissions Register

Following a successful application, the pupil's name, address and previous school details will be added to the Admissions Register, together with the expected start date. If the pupil subsequently does not arrive as expected, the school will notify the local authority at the earliest opportunity to prevent the child from going missing from education.

Apart from pupils who join the school at the start of Kindergarten, schools will notify the local authority "within five days when a pupil's name is added to the admission register and provide all the information held within the admission register about the pupil.

If a pupil's name is deleted from the admissions register, the school will inform the local authority and supply the following information:

- the full name of the pupil;
- the full name and address of any parent with whom the pupil lives;
- at least one telephone number of the parent with whom the pupil lives;
- if applicable, the full name and address of the parent with whom the pupil is going to live, and the date the pupil is expected to start living there;
- the name of pupil's destination school and the pupil's expected start date there, if applicable; and
- the grounds under which the pupil's name is to be deleted from the admission register

When a pupil leaves the school, the admissions register must also record:

- the name of the pupil's new school; and
- the expected start date at the new school
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The school will inform the local authority if they are unable to obtain the necessary information from the parent, for example in cases where the child's destination school or address is unknown. In the case of a vulnerable pupil who is suspected to be missing education, the school will also highlight any safeguarding concerns to the local authority.

MONITORING AND REVIEW

The effectiveness of this policy will be monitored on an ongoing basis and it will be reviewed by the Headteacher(s) and/or the Governance Advisory Board, if there are any specific concerns or issues arising. Otherwise, this policy will be revised every two years.