



New Forest Small School

ADMISSIONS POLICY

Member of Staff Responsible	Nicholas Alp
Regularity of Review	Every two years
This Version Dated	May 2018
Next Review Due	May 2020

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 below the maximum number set by the Headteacher for that specific class:
 - Kindergarten: 12
 - Lower Primary: 12
 - Middle Primary (if applicable): 12
 - Upper Primary: 12
 - Lower Secondary: 12
 - Upper Secondary (if applicable) 12
 - GCSE Class: 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.

- 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 needs of a child, i.e. that the child will be able to access a New Forest Small school education
- 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.

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.

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. Parents for whom the fees are a barrier to access are recommended to consult a database of grant-making trusts and foundations to check whether they may be eligible for support.

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. 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 offer them the support that they require. We welcome pupils with physical disabilities, provided that our site can cope with them. However, we advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with the school before booking a 'Trial Week'.

If we are uncertain whether the school can meet the child's needs adequately without compromising the education of other pupils, we may recommend a longer probationary period (up to half a term). The fee for the probationary period will be agreed with parents in advance. If the probationary period is terminated early by the school, a proportion of the fee paid for this period may be refunded at the discretion of the Headteachers. If, on the other hand, the probationary period is terminated early by the parents, the fee is not normally refundable.

We reserve the right to decline admission either (a) at the point of application, (b) after a 'Trial Day', or (c) after a probationary period, 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 co-operation 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 application form and return it to the School Office. A refundable deposit and non refundable registration fee, is payable with the form.

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. We are willing to accept mid-term applications in special circumstances, e.g. if a child is being bullied or experiencing significant distress at their current school, or if the parent(s) has/have recently moved to the area.

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 Week' 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.

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

Admissions Register

According to the Education (Pupil Registration) Regulations 2006 and 2016, the admission register will contain an index in alphabetical order of all the pupils at the school, with the following information about every pupil:

(a) full name;

(b) sex assigned at birth, and current gender identity if different;

(c) the name and address of every person known to the proprietor of the school to be a parent of the pupil and, against the entry on the register of the particulars of any parent with whom the pupil normally resides, an indication of that fact and a note of at least one telephone number at which the parent can be contacted in an emergency; and

- where a parent of the pupil notifies the proprietor of the school or a person authorised by the proprietor of the school that the pupil will normally reside with a parent at a specified other address in the future, whether in addition to or instead of the address at which the pupil currently normally resides—

(i) the full name of the parent with whom the pupil will newly normally reside,

(ii) the specified other address, and (iii) the date from which it is expected the child will normally reside there, where it is reasonably practicable for the proprietor to obtain that information;

(d) day, month and year of birth;

(e) day, month and year of admission or re-admission to the school;

(f) name and address of the school last attended, if any; and

(g) where a parent of the pupil notifies the proprietor or a person authorised by the proprietor of the school that the pupil(i) is also registered at another school; or (ii) will be attending a specified other school in the future, the name of that other school and the first date on which the pupil attended or is due to attend that school, where it is reasonably practicable for the proprietor to obtain that information;”

For the purposes of this regulation only, a pupil will be added to the Admissions Register from the beginning of the first day on which the school has agreed, or has been notified, that the pupil will attend the school.

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, namely because either:
 - they have been registered at another school;
 - the school has received written notification from the parent that the pupil is receiving education otherwise than at school;
 - they no longer live within a reasonable distance of the school;
 - they have been granted leave of absence exceeding ten school days and have failed to return within the ten school days or immediately following this period, provided that the proprietor does not have reasonable grounds to believe that the pupil is absent due to sickness or other unavoidable cause, and both the proprietor and the local authority have failed to ascertain where the pupil is;
 - they have been certified by a medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age;
 - they have been continuously absent for twenty school days or more, the absence was not authorised by the proprietor, there are no reasonable grounds to believe that the pupil is absent due to sickness or other unavoidable cause, and both the proprietor and the local authority have failed to ascertain where the pupil is;
 - they have been detained for four months or more due to an order given by a court or the Secretary of State, and the proprietor does not have reasonable grounds to believe that they will return to the school at the end of that period;
 - the pupil has died;

- they have been permanently excluded from the school;
- they have ceased to attend the school (e.g. because they have attained the age of 16 years or above and completed their GCSE or equivalent examinations)
- they have been admitted to the school to receive nursery education, but have not subsequently transferred to the reception class (Lower Primary).

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

- the name of the pupil's new school, if applicable, or details of home education; and
- the expected start date at the new school, if applicable.

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.

The admissions register will be made available for inspection by registered inspectors, on request, at any time during school hours.

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.