

# COGNITA



## **Admissions Policy**

### **September 2021**

### 1 Policy Statement

- 1.1 We welcome applications for admission from pupils of all backgrounds. This policy applies to all pupils, including those in our Early Years Foundation Stage. We admit pupils with an additional learning need and/or disability provided the school concludes that we can provide appropriately for the child's specific needs.

### 2 Enquiries

- 2.1 All enquiries and applications should be made to the Admissions Registrar. The Admissions Registrar will ensure that you have all the information you need.

### 3 Visits

- 3.1 Prospective parents are encouraged to visit to see the school in action and to meet the Head. Twice a term there is an open day which is an opportunity to tour the school on an informal basis. Alternatively you might like to make an appointment for a personal tour. Please contact the Admissions Registrar to arrange this.

### 4 Registration

- 4.1 Following a visit, parents wishing to register their child should complete a Registration Form and return it with a payment for the registration fee. The registration fee covers the cost of administering the registration procedure, including the assessments and waiting lists and is non-refundable. **Registration is an indication of interest and is not a guarantee of a place.**
- 4.2 The school will respond by confirming that the child's name has been placed on the admission list for the relevant term and year. If the year group is fully subscribed, they will be placed on a waiting list. A place is confirmed once a formal offer has been made by the school and a deposit has been received in return.

### 5 Admission to Nursery

- 6.1 Children are able to join the Nursery from the age of 2 ½ provided that they are dry and out of nappies or pull-ups prior to starting.

Parents will be asked about their child's general development and any identified additional learning need and/or physical disabilities prior to a place being offered in order to establish whether the school can provide appropriately for the child's needs. Places are not automatic. In some rare cases a place will not be offered if we judge that a child's development or behaviour is below expectation or that they will not flourish in the environment we offer.

### 6 Taster Days

- 6.1 We offer Taster Days throughout the year as an opportunity for prospective children to experience life as a St Clare's pupil and in order to establish whether the school can provide appropriately for the child's needs. Information regarding Taster Days is available on the website and can be obtained from the Admissions Registrar.

### 7 Transition from Nursery to Reception

- 7.1 Transition from Nursery (age 2 ½ -4) to Reception (age 4-5) is not automatic. Children are assessed based on an ongoing observation of their learning and development. In some cases it may be that a pupil's progress or behaviour means that transfer to the next stage of the school is not deemed appropriate.

### 8 Transition through Year Groups

- 8.1 It is anticipated that all pupils will transition through the school and reap the rewards of the education on offer. If there appears to be any reason why the pupil may be refused a place in the subsequent year group, parents will be informed of any concerns at the earliest opportunity and at the latest before the end of the Spring Term. In some rare cases it may be that a pupil's progress or behaviour means that transfer to the next stage of the school is not deemed appropriate.

### 9 Admission to Other Year Groups

- 9.1 Children wishing to join the school will be assessed in order to establish whether the school can provide appropriately for the child's needs. The assessment will include an interview and the Admissions Registrar will contact the child's current or previous school for a reference and copies of school reports, attendance and any test results.

The curriculum at St Clare's is academic and therefore children are expected to perform above average or well above average in baseline assessments.

We offer Taster Days throughout the year as an opportunity for prospective children to experience life as a St Clare's pupil and in order to establish whether the school can provide appropriately for the child's needs. Information regarding Taster Days is available on the website and can be obtained from the Admissions Registrar. Pupils will take part in taster/assessment days at the School with their peer group. Reading, spelling, English skills, number skills and general readiness to learn will be observed and assessed as they engage in class activities.

Parents will be asked about their child's general development and any identified physical disability or additional learning needs prior to a place being offered.

Places are not automatic, in some cases a place will not be offered, if we judge that a child's development or behaviour is below expectation or that they will not flourish in the environment we offer.

- 9.2 Overseas pupils may be required to undertake a language proficiency assessment before a place is offered. This includes a written assessment and may also include an interview in person or via electronic media.

### 10 Allocation of Places

- 10.1 In the event that the number of children registered for any year group exceeds the places available, the following procedure will be applied in this order:
- i) Siblings in the school
  - ii) Date of registration
  - iii) Staff children
  - iv) For a child entering the Nursery, a child requiring a full time place will be given priority over a children requesting a part time place, provided sufficient sessions are available.

### 11 Offer

- 11.1 The parents of each applicant will be informed within two weeks (where practicable) of their application whether a place is available. The school will not be obliged to state its reasons for declining a request for admission.

### 12 Waiting List

- 12.1 If no place is available, parents may place their child's name on the waiting list for the school. The school cannot guarantee when a place may become available.

### 13 Appeal

- 13.1 There is no appeal process for admission to the school. The decision of the Headteacher is final.

### 14 False Information

- 14.1 Where the school has made an offer of a place on the basis of a fraudulent or intentionally misleading application, and/or which has effectively denied a place to a child with a stronger claim, the offer of a place will be withdrawn.

### 15 Overseas Pupils/Pupils with English as an Additional Language

- 15.1 We welcome pupils from a wide variety of cultural backgrounds, including overseas pupils and those with English as an additional language (EAL). Children entering the School must have an appropriate working knowledge of English and parents must be committed to supporting further English study at their cost, if necessary.
- 15.2 Overseas pupils are required to have a guardian who is resident in the UK and who can act on behalf of the parents, if required.

### 16 Equality

- 16.1 The school pays due regard to the Equality Act 2010 and reasonable adjustments are made for pupils with additional learning needs and/or disabilities. The school will determine what it considers reasonable.

Subject to our entry requirements being met, we welcome pupils with additional learning need or physical disabilities. We advise parents of children with additional learning need and/or physical disabilities to discuss their child's requirements with the school before registering for a place. This will enable the school to determine whether the school can make reasonable adjustments to ensure that the child can flourish as a learner. Where necessary, parents will be asked to provide a copy of an Educational Psychologist's report and/or a medical report and the school may need to discuss provision with external agencies. The cost of such reports is the responsibility of the parent. In cases where a pupil is able to follow our curriculum but where specific provision is required that does not amount to a reasonable adjustment, parents may be asked to pay an additional charge to meet these needs.

### 17 Admissions Register

- 17.1 The school maintains an Admissions Register in line with regulatory requirements. See Admission, Attendance and Children Missing from Education Policy for further detail of statutory requirements.

## Admissions Policy

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<b>Ownership and consultation</b>	
Document sponsor (role)	Director of Education
Document author (name)	Simon Camby
Consultation – Oct 2016 (Original policy)	The following schools were consulted: Cumnor Boys School, Colchester High School, Clifton Lodge Prep School, Duncombe Prep School, Kings School, Kingscourt School, Meoncross School, and North Bridge House Senior School.
Consultation – May 2017 (Review)	The following schools were consulted as part of review: Akeley Junior, Kingscourt, Southbank Westminster, Meoncross, Downsends Ashted Pre-Prep, Clifton Lodge Prep School. Representative of Education Team – Robin Davies, ADE.

<b>Audience</b>	
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