

Egerton Rothesay School
Admissions Policy
November 2015

1. Egerton Rothesay is a school for children who would benefit from additional support within a caring environment. It caters for children aged five upwards, many of whom have been diagnosed with a specific learning difficulty. The school does not select according to academic ability. It does however seek to ensure that a child will benefit from its provision before offering a place.
2. Decisions regarding admissions are made by the Admissions Panel. This is normally made up of the Head Teacher, Head of Special Needs, Registrar, Bursar and SEN Administrator. Other members of staff may be invited to contribute at a meeting if required.
3. The Admissions Panel will decide to offer a place at the school provided it confidently believes that the following Admissions Criteria have been met:
 - The child will benefit from the school's provision
 - The child's admission will not cause detriment to the learning or well being of children already in the school
 - There is room to admit the child within set maximum sizes for the year group, form group and classes
 - The parent understands and agrees to meet all contractual and financial obligations involved
4. Applications will be assessed solely against the criteria above. In making a decision regarding the offering of a place, the Panel will take into consideration all available evidence including, for example, external educational advice, information from a previous school and advice from specialist members of staff who have observed the child during a visit to the school (see the admissions procedure below).
5. No pupil will be refused admission on the grounds of disability. However, where disability is likely to have an impact on the provision that can be reasonably offered by the school (which in turn could therefore have an impact on the learning of the child) this will be made clear to the parent to enable them to make an informed choice regarding a place at the school.
6. Medical and accessibility information regarding the child will be used to inform levels of provision that would be required as part of an offer.
7. Parental enquiries, school visits, tours, open mornings and the admissions process are managed by the school's Registrar.

Admissions Procedure

1. Interested parents are encouraged to visit and tour the school, either on a school Open Day or individually. The school will provide a range of literature to enable a parent to determine whether they would like to take their interest further. If so;
2. The parent is invited to meet with the Headteacher and/ or the Head of Special Needs to discuss their child and to enable the school to take a first view regarding whether the provision it can offer is likely to meet the needs of the child.
3. It is essential that copies of all reports known to the parent relevant to their child's education have been received by the Registrar at least three days prior to the above meeting. Relevant reports may include a child's current statement of educational need, any reports by educational professionals such as an Educational Psychologist or Speech and Language Therapist and any recent reports from the child's current school.

4. Following the above meeting, if the Headteacher and/ or Head of Special Needs believes the school may be able to make suitable provision for the child and if the parent remains interested in a place within the school, the parent is requested to pay a non-returnable registration fee of £75. Under normal circumstances, a second meeting with the Headteacher or Head of Special Needs will only be arranged following receipt of the registration fee.
5. On receipt of the registration fee, the prospective pupil is invited to spend a number of days in school with their current year group. The usual number of days is three but, at the school's discretion, circumstances may lead to a visit of a different length.
6. The parent will be asked to complete and return a Medical Questionnaire at least three days before the visit to enable the school to make:
 - any required arrangements to ensure the child's safety and well-being and
 - any reasonable arrangements to maximise accessibility where this is an issue.
7. During their visit, the child will usually follow the appropriate class timetable. The visit should enable the school to assess current levels of needs and difficulties, to identify relative areas of strength and weakness and to ascertain in more detail what would constitute appropriate provision.
8. Following the child's visit, the application is considered by the School's Admissions Panel. The Panel will review advice from colleagues and reports made by external educational professionals. Before making a decision, the Panel may request further information from the parent/ guardian if it agrees that this is necessary to inform the decision.
9. The Admissions Panel will offer a place provided it confidently believes all the admissions criteria have been met.
10. If a place is to be offered, the Panel will agree on the levels and types of provision to be made available. This may include provision which attracts an additional cost to the basic fee. The parent/ guardian will be made aware of additional costs at the time an offer of a place is made.
11. In order to secure a place that has been offered, the parent will pay a non-returnable securing fee of £200 and return a signed copy of the school's Contract for Education. This constitutes their acceptance of the place and provision that has been offered. Delay in payment of the securing fee may result in the loss of a place previously offered. Following receipt of the securing fee, the parent/ guardian will be sent full entry information.

Responsibilities and Review

The Head Teacher is responsible for implementing this policy and for ensuring it is reviewed at the appropriate time.

This policy will be reviewed at least every 3 years.

Policy approved by: John Bowcock (on behalf of Governing Body) Date: 2.11.15
--

Next Review (latest): September 2018
