

Egerton Rothesay School Admissions Policy

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 team, which is made up of members of the Senior Leadership and SEN teams and the Registrar. Other members of staff may be invited to contribute at a meeting if required.
3. The Admissions team will decide to offer a place at the school provided it confidently believes that the following 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, and a suitable cohort
 - 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 decisions regarding the offering of a place, the Admissions team 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 parents are invited to submit relevant reports/paperwork to the registrar for consideration by the Admissions team. This includes professional reports, school reports and the Education, Health and Care plan where applicable.
3. Following consideration of the paperwork, if it is felt that ERS may be able to help the child, parents are invited to meet members of the SEN team to discuss the child's strengths and needs and to enable the school to take an initial view regarding whether the provision it can offer is likely to meet the needs of the child.

4. Following the above meeting, if the team believe 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.
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. At the time of registering the parent will also be asked to complete registration forms, which include medical and catering questionnaires. This information enables 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 Admissions team. The team will review advice from colleagues and reports made by external educational professionals. Before arriving at a decision, the team may request further information from the parent/ guardian if it feels that this is necessary to inform the decision.
9. The Admissions team will offer a place provided it confidently believes all the admissions criteria have been met.
10. If a place is to be offered, the team 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 be required to return a signed copy of the school's Contract for Education and pay a deposit, which will be credited against the second term's fees. This constitutes their acceptance of the place and provision that will then be put in place for their child. Delay in signing the Contract for Education may result in the loss of a place previously offered.

Responsibilities and Review

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

Policy approved by: Alison Walker (on behalf of Governing Body) Date: September 2025
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Next Review (latest): September 2026
