



ST. NICHOLAS SCHOOL

A Part of the Inspired Learning Group

Admissions Policy

Date of publication: Autumn 2018

Date of next review: Autumn 2019

Ratified by: Inspired Learning Group Directors

Rationale

The admission of pupils is ultimately at the absolute discretion of the Head Teacher, who always seeks to do this with each child's best interests at heart.

Furthermore, the School must feel confident that it will be able to educate fully any applicant child in line with the overarching educational vision of the Inspired Learning Group.

Procedure

A prospectus is available to parents on request and can either be collected in person or posted out to the prospective parents. This contains information about the School, photographs and contact details.

The School holds a number of Open Mornings each year for parents of prospective pupils and their children.

We actively encourage parents to visit St Nicholas' while the School is in progress so that they can see how we operate and gain a feel of the interaction between the staff and the children. Parents are asked to telephone the School Office to make an appointment to see the Head Teacher or the Head of EYFS as appropriate, in order to discuss their child's admission to the School. No child is admitted until personal contact has been made.

The School's policy is to conduct its admissions on a fair and non-discriminatory basis. The School currently has limited facilities for the disabled. However, the School will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 and Special Needs and Disability Act 2001, in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately. Please refer to the Accessibility Plan for further details, which can be found on the School website.

The School must be aware of any known disability or identified special educational need, which may affect a child's ability to participate in the admissions procedure and take full advantage of the education provided at the School. Parents of a child who has any disability or special educational needs must provide the School with full details prior to the admissions procedure, at registration, or subsequently before accepting the offer of a place.

The School needs this information so that, in the case of any child with particular needs, the School can assess those needs and consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the child and that the School can cater adequately for the pupil should an offer of a place be made. The School will do all that is reasonable to ensure that the information and application procedure is accessible for disabled candidates and will make such reasonable adjustments as necessary. For example, the School may be able to provide an examination paper in large font for a visually impaired pupil.

If special education needs or a disability are identified after admission, the School will consult with parents about reasonable adjustments in order to allow the child to continue at

the School. The School's policies on equal opportunity, disability, discrimination and English as an Additional Language are available on request.

However, admission is subject to availability of a place and fulfilment of the current admission requirements.

All candidates for admission will be treated equally.

This policy can be made available in large print or other accessible format if required.

Once the child has been admitted, parents are asked to keep in close contact with the Form Teacher, to ensure that their child's transition to St Christopher's goes smoothly. We want the children to feel safe, stimulated and happy and to feel secure and comfortable with the staff. We also want parents to have confidence in both their children's well being and their role as active partners with the School.

Each year the majority of children join the School in September, therefore, with this in mind, we hold a New Pupils' Morning in the second half of the Summer Term to assist the settling in of all new pupils.

Entry to St. Nicholas School

The main point of entry to St. Nicholas School is at 4+ (Reception).

Entry at 4+

At 4+ pupils start in Reception from the September following their fourth birthday.

Pupils may be registered for entry at any time after their birth. Early registration gives priority. If we have more applicants than places available, we offer places in the following order of priority.

- Children of staff within the Inspired Learning Group.
- Siblings of current or former pupils.
- Other pupils in strict order of registration.

Entry at other ages

Pupils seeking filler places into Reception to Year 6 always meet the Head Teacher and Form Teacher prior to entry. Pupils seeking entry into Year 1 and above from outside the School are required to take papers in English and Mathematics during a half day taster session to familiarise themselves with the School. They will also meet with the Head Teacher.

Equal Opportunities

We are committed to promoting justice and equality of opportunity for everyone. All members of our community, including pupils, parents, staff and visitors are entitled to be treated with dignity and respect, regardless of colour, race, nationality, ethnic or national origins, gender, (dis)ability, marital status, age or religion.

The School's ethos holds the belief that each child is unique and precious. We aim to promote the values of recognising the worth of each person, celebrating their individualism and nurturing their contribution to the School Community. Additionally, we respect and

celebrate cultural diversity and acknowledge our responsibility to promote positive images and role models to the children in our care.

St Nicholas School aims to provide all pupils with equal opportunities. They should have equal access and opportunities within the Curriculum, both formal and informal, so that when leaving our School they have the widest possible options available to them, educationally, socially and vocationally.

We reserve the right to restrict the offer of places to children whom we feel would struggle to cope with the demands and expectations placed on them.

Monitoring Arrangements

Audits

The Proprietor will arrange random audits on the various aspects of this Policy to ensure the Policy is being implemented across the School. Any breaches in the Policy will be addressed immediately.

Review Process

This policy will be reviewed regularly and the Proprietor will be advised of any review findings. Any amendments to the Policy will be implemented within one month of the review.

Distribution

This policy is on the School website. A hard copy may be obtained, on request, from the School Office.

Linked documents which can provide supporting information

Please see the website for further information of School Policies. Hard copies are also available on request from the School Office.

Learning Support

The School will recommend to parents that further assessment take place as necessary and referrals may be made to external agencies, for example Educational Psychologists.

English as an Additional Language (EAL)

Our school will make provision for children who have English as an additional language, (EAL) in the assessment procedure. We do not regard children as having a 'learning difficulty' solely because the 'language or medium of communication of the home is different from the language in which he or she is or will be taught' (Education Act 1996, Section 312(1), (2) and (3)). However, pupils for whom English is an additional language (EAL) will be provided with appropriate support provided they meet ILG Academic criteria. They will be assessed to gauge the support that may be needed in order to ensure equal access to the curriculum along with all other aspects of life at ILG. Our school has a policy and procedures for students requiring English as an Additional Language (EAL).

This policy was reviewed and updated in Autumn 2018.

The next review will take place in Autumn 2019 or in light of relevant regulatory changes.

Signed: Amit Mehta (Proprietor)