

# COGNITA

An inspiring world of education

## Admissions Policy

September 2017



**Relevant Staff**

Marketing and Admission Manager: Sam Pearce

Headteacher: Jessica Harris

### **1.0 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 educational need and/or disability provided both parents and school conclude that we can provide appropriately for the child's specific needs.

### **2.0 Enquiries**

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

### **3.0 Visits**

- 3.1 Prospective parents are encouraged to visit to see the school in action and to meet the Head. At least once a term and twice in some terms Open Mornings are held. These provide the opportunity to tour the school on an informal basis. Alternatively you might like to make an appointment for a personal tour by the Headteacher. Please contact the Marketing and Admissions Manager to arrange this.

### **4.0 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 waiting list, 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.

### **5.0 Admission to Nursery**

- 5.1 Children are welcomed into the Nursery from twelve months. No formal assessment of children is undertaken, although parents will be asked about their child's general development and any identified special educational needs prior to a place being offered. Places are not automatic and in some rare cases a place will not be offered. If it is felt that we cannot offer the appropriate level of additional support and that, as a consequence, the child will not flourish in the environment we provide a place will not be offered. Any such decision would be taken after careful consideration.

### **6.0 Taster days**

- 6.1 We offer Taster Days in School as an opportunity for children to meet staff and classmates, and in Nursery for parents to see a typical Nursery session in action.

### **7.0 Transition from Nursery to Reception**

- 7.1 Transition from Nursery (age 3-4) to Reception (age 4-5) is usual, however, not automatic. In some rare cases a place will not be offered. If it is felt that we cannot offer the appropriate level of additional support and that, as a consequence, the child will not flourish in the environment we provide a place will not be offered. Any such decision would be taken after careful consideration.

### **8.0 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. Should this prove not to be the case, parents will be informed of any concerns at the earliest opportunity and at the latest before the end of the Spring Term if there appears to be any reason why the pupil may be refused a place in the subsequent year groups. In 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.

### **9.0 Admission to other year groups**

9.1 Children joining the school are not assessed for admissions purposes, although parents will be asked about their child's general development and any identified special educational needs prior to a place being offered. Places are not automatic and in some rare cases a place will not be offered. If it is felt that we cannot offer the appropriate level of additional support and that, as a consequence, the child will not flourish in the environment we provide a place will not be offered. Any such decision would be taken after careful consideration. Once they have joined the school, children will be assessed to establish starting points.

### **10.0 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:

- Siblings in the school
- Children of Alumnae
- Length of time the child has been registered
- 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.

### **11.0 Offer**

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

### **12.0 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.

### **13.0 Appeal**

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

### **14.0 False information**

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

### **15.0 Pupils with English as an additional language**

15.1 We welcome pupils from a wide variety of cultural backgrounds, including those with English as an additional language (EAL). Children entering the school (Reception and above) must have an appropriate working knowledge of English and parents must be committed to supporting further English study at their cost, if necessary.

### **16.0 Special educational needs and disabilities**

16.1 Subject to our entry requirements being met, we welcome pupils with special educational needs or physical disabilities. We advise parents of children with special educational needs 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 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. Where specific provision is required, parents may be asked to pay an additional charge to meet these needs (staffing and/or resources). In some cases, the school may receive funding from the local authority to provide additional support.

### **17.0 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.

<b>Ownership and consultation</b>	
Document sponsor (role)	Director of Marketing and Admissions
Document author (name)	Karen Gray
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>	
Audience	Parents of pupils at Cognita schools School staff

<b>Document application and publication</b>	
England	Yes
Wales	Yes
Spain	No

<b>Version control</b>	
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