



## **Admissions Policy**

### **This policy applies to all sections of the School**

Kirkstone House School is committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors. The School is committed to the safeguarding and welfare of all pupils and staff.

The School's ethos places much emphasis on nurturing each individual in order that each can realise their potential both academically and personally. This is reflected in our Admissions Policy which is an inclusive one. We are committed to ensuring that admission decisions will be made by a process that is free from discrimination and is in line with protected characteristics of the 2010 Equal Opportunities Act.

The School accepts pupils of all abilities including those with special educational needs. We make reasonable adjustments and provide support for pupils for whom the Transition process might be difficult. These may include: visits to the pupil's current school; phased integrations; welcoming the pupil's current LSA to accompany pupils on taster days. The School will liaise with other agencies such as Speech and Language Therapists, Occupational Therapists, Educational Psychologists as necessary prior to a pupil starting with us.

Pupils who have a diagnosis of Special Educational Needs are well provided for within and beyond the classroom. Mrs Wheatley, the school's SENCO oversees all provision within school for SEN pupils including the transition process.

### **Disability and Special Educational Needs**

The school has limited facilities for pupils who have a physical disability but reasonable adjustments are made according to pupil's needs. This is in compliance with the Special Educational Needs and Disability Act 2001 and Equality Act 2010 in order to accommodate the needs of pupils who have disabilities, for whom with reasonable adjustment the school can cater adequately. The School has a 3-year Accessibility Plan which is reviewed annually by the Headteacher; SENCo and Proprietors.

Parents who have a child with special needs or who has a long-term illness/difficulty should provide the school with information relating to this prior to completing registration paperwork. This is in order that the School can make appropriate provision for the child through the Admissions process and in order that we can consider and plan for educational and wider provision within school.

The SENCo will visit a pupil's current school where appropriate and learning support assistants are welcome to accompany children on taster days. A carefully constructed transition plan will be put in place for any child with special educational or wider needs. This will be discussed with parents and all staff will be made aware of the child's needs.



## **English as an Additional Language**

Kirkstone House School currently has no pupil for whom English is an additional language. However, our provision for EAL pupils is outlined in our EAL Policy. Needs can generally be met within the classroom although if further one to one support is necessary, there may be an additional cost to parents.

## **Twinning Bursaries**

The school offers a Twinning Bursary Scheme. Further information about these is available from our Admissions Office: [admissions@kirkstonehouseschool.co.uk](mailto:admissions@kirkstonehouseschool.co.uk)

## **Registration and Admission**

Our School Admissions and Marketing Officer, Mrs J O'Rourke is the first point of contact for enquiries about admission and registration.

Registration and admission to the school can be at any age and at any time during the academic year. It is usual for parents/carers to make an appointment to visit the school during the working day in the first instance. This also provides an opportunity to meet with the Headteacher and other members of staff and to have a tour of the School. Pupils are then invited to spend a taster day/days with us so that we can conduct informal assessments and the pupil can get to know us.

Parents who then wish to proceed are then requested to formally register and a non-returnable registration fee of £80 is required. A returnable deposit of £250 is also required for entry into the Senior School.

The Headteacher will then make an offer of a place in school and parents are required to sign the parent contract.

All pupils are assessed on entry to the school.

## **Senior School**

Pupils are welcome to join us in any year and we can accommodate pupils who wish to repeat an academic year. This is with the proviso that emotional, social and personal needs can also be met.

## **Entry into Year 7**

Pupils are invited to spend the day with us to experience lessons and those who register for Year 7 have a Transition Day prior to their start of term. This provides an opportunity for pupils to meet their Form Tutor and peers and to become more familiar with the campus.

## **Entry into Year 10**

Pupils are welcome to join us for GCSE study. Parents and the prospective pupil will be invited to visit the school and Options are discussed by the Headteacher. The School always requests pupil records and reports from former schools.



## **Entry into Lower School**

Pupils who wish to join us usually come into school for a couple of days and a phased part time entry can be accommodated.

## **Conditions of Entry**

Our curriculum is exceptionally well differentiated but pupils must be able to access a meaningful programme of study. We have excellent provision for pupils with Special Educational Needs and we regularly review Educational Health Care Plans in line with the SEN Code of practice. Pupils are expected to observe our Code of Conduct and we reserve the right to decline applications from pupils whose needs whether behavioural or academic cannot be met by the school.

## **Administration**

Parents will be expected to provide the following information when their child joins the School:

- Name in full, sex and day, month and year of birth of each child
- The full name and address and contact numbers of the parent(s) with whom the child will normally reside
- Any other specified address where the child may reside in the future
- Day, month and year of admission
- Name and address of last school attended
- Name, address and telephone numbers of parents or carers. Occupation and of both parents with contact telephone numbers
- Emergency telephone numbers
- Special diets/medical information/allergies
- Name address and telephone number of the child's doctor
- Transport information
- Religion and ethnic origin
- Permission for the taking of photographs
- Parent contract
- Pupil code of conduct for behaviour on school trips

Parents and carers will also be asked to provide any further information which they feel will enable the School to make best provision and to take best care of their child. Educational Psychologists reports and EHCPs should be passed on to the SENCO.

The School will then request reports from the child's current school where appropriate and will ask for any Child Protection records to be sent securely.

A welcome pack requesting much of the above information is given to parents on registration.

## **Parent Contract**

Parents should read the Parent Contract carefully before completing the registration process. This can be requested from school at any time. In particular parents should note the School's Exclusions Policy.



**Links with other Policies:**

Equal Opportunities  
SENDA Plan  
Curriculum Policy

EAL policy  
Behaviour Policy  
Exclusions Policy

Authorised by

Mr S Judge  
Headteacher  
On behalf of the Proprietors

Dated

October 2022

Date of next review

October 2023