



Admissions Policy and Procedures

(Please read in connection with the Attendance Policy)

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Introduction

Kirkstone House school is a non-selective independent day school in Lincolnshire for pupils aged 5 - 16. It comprises both Lower and Senior School. The school is co-educational and accepts pupils of all abilities including those who have an EHCP.

The Head of the School works closely with the Admissions Officer in relation to the operation of this policy.

The aims of the policy are:

- i) To set out criteria and procedures for admission that are fair to all applicants.
- ii) To identify those pupils for whom we can meet need and offer a place.
- iii) To provide transparency for parents and for Local education Authorities who place children with us.

The policy has been prepared to meet the school's responsibilities under:

- i) The Education (Independent School Standards) regulations 2014 (S12014/3283);
- ii) Child care Act 2006;
- iii) Education and Skills act 2008;
- iv) Equality Act 2010; and
- v) Data protection Act 2018 and UK General Data protection Regulations (UKGCPR). And School Attendance (Pupil Registration) Regulations 2024.

This policy has regard to the following guidance and advice:

- i) Children Missing Education (DfE, August 2024);
- ii) Working together to improve school attendance- (Gov.uk.August 2024)
- iii) Technical guidance for schools in England (Equality and Human Rights Commission, July 2024
- iv) SEND Code of Practice: 0-25 years (DfE and department of Health, September 2024)
- v) KCSIE September 2025

The selection criteria and admissions process re reviewed from time to time by the School's Proprietors.

Special Educational Needs and Disability

The School is inclusive and welcomes applicants with disabilities and special educational needs. It promotes a positive culture towards inclusion of disabled pupils and those with special educational needs. The School works closely with Local Authorities in supporting pupils through the EHCP process and ensures that all associated interventions are in place. In terms of accommodation and facilities, the School does all that is reasonable to comply with its legal and moral obligations under the Equality Act 2010 in order to meet the needs of applicants who have disabilities



for which, with reasonable adjustments, the school can cater adequately. (see Accessibility Plan).

The school must be made aware of any known disability or 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. Local Education Authorities wishing to place a child at the School must forward in advance a copy of the child's EHCP as part of the consultation process. Parents who wish to place their child at School on an independent basis must provide the School with any information they have, (such as an Educational Psychologist report; OT report; Speech and language Report) relating to a disability or special educational need.

The school will make any reasonable additional or alternative arrangements to ensure that the school's admission procedures are accessible to disabled children and those with special educational needs. The School will consult with parents and other persons or organisations as necessary in order to ascertain a child's particular needs and nature of any additional or alternative arrangements which would be required to meet them.

Bursaries and Scholarships

The School does not offer scholarships to pupils.

The School awards a sibling bursary of 5% to a second child.

The School awards a 10% bursary to children whose parents are former pupils of the School.

Entry Points

The School accepts pupils at any time throughout the academic year and in any year group. Occasionally an applicant may have fallen behind in their education due to circumstances such as: illness, developmental delay; anxiety; absence from school etc. In such a case, the School may offer a place in a year lower than the applicant's age would normally imply. If the child is LEA funded, such a move can only be made with the consent of the funding authority. Very occasionally the School may admit a pupil to a higher year group than that for their age. This decision is made with consultation with parents.



Entry into Year 11

We understand that occasionally a pupil needs to move mid GCSE. Whilst this is not ideal, the School will accept pupils into Year 11 if we are able to meet their needs. This decision is taken on the basis of examination courses they may be part way through and their behaviour record from a previous school. Pupils may be accepted on a reduced timetable if we do not offer courses they have done elsewhere. In these cases, pupils will have additional study.

Entrance Testing and Registration

As a non-selective school, we do not have separate entrance testing. For pupils with SEN, the School will scrutinise EHCPs before a place is offered. A place will only be offered if we can meet all need. Standardised scores and other testing such as that done through educational psychologists will also be considered when offering a place. Pupils without an EHCP will be assessed according to their KS2 reports and assessments. Further testing is done after entry in order to ensure that all pupils are placed in appropriate ability sets.

Instead of an Entrance Testing Day, prospective pupils attend for a New Pupils' Day which aims to introduce them to the School, staff and their peers. Parents are welcomed at drop off and collection.

For pupils joining throughout the year, we arrange a meeting with parents and the pupil and they have a tour of the site. There is an opportunity to meet with the Headteacher and if appropriate the SENCO. A taster day is then arranged. Following this, an offer of a place can be agreed. We understand that some pupils need to familiarise themselves over more than one day so a series of taster days is a possibility.

Parents or guardians of all external applicants must complete a Registration Form and pay the appropriate registration fee. The Registration Fee reflects the costs incurred by the School in administering the Admissions process and is non-refundable. The Registration Form and Fee must be received before the child starts School.

The information provided on the Registration Form will be used by the School during the admissions process in order to manage the application. The information requested on the form is needed because the School has contractual and statutory duties towards the pupil. All information is subject to our Data Protection Policy and Privacy notices which are published on our website.

It is the parents' responsibility at all times to ensure that their child has the appropriate immigration permission to live in the United Kingdom and to attend Kirkstone House.

If your child is not a British or Irish citizen, you must provide evidence of your child's right to live in the UK and to study at the School when you complete the registration form. For children in EEA countries and Switzerland this could be proof of having been granted digital settle status under the UK's EU Settlement Scheme.

The School does not sponsor Child Student Visa applications at any point.



Deposit

A deposit is payable on entry to Senior School which is refundable on return of all School resources at the end of Year 11.

Equality

All applicants to the School will be treated equally, irrespective of their or their parents' race, sexual orientation, religion or belief, pregnancy or maternity, sex, gender reassignment or any disability. Applicants will also be treated equally in respect of their parents' age, gender or marital or civil partnership.

Links with other Policies:

Inclusion, Equality and Diversity Policy.

Disability and SEN Policy.

Curriculum Policy.

Behaviour Policy.

Exclusions Policy.

Authorised by

Mrs C L Jones

Headteacher

On behalf of the Proprietors

Dated

September 2025

Date of next review

September 2026



Appendix:

Administration

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

- Name in full; sex of child; day, month and year of birth (Birth Certificate).
- The full name and address and contact numbers of parents /carers with whom the child will normally reside.
- Any other specified address where the child may reside in the future.
- Occupation of both parents/ carers with contact telephone numbers.
- Emergency telephone numbers.
- Name, address and telephone number for the child's doctor.
- Day, month and year of admission.
- Name and address of last school attended.
- Transport Information.
- Religion and ethnic origin.

Parents will also be provided with:

- The Parent Contract.
- Permission slip for the taking of photographic images.
- The Pupils Code of Conduct for Behaviour on School Trips.

The full Behaviour Policy will be explained to pupils on admission by their Form Tutor. School policies are available for viewing on our website or may be requested in hard copy from the main school office.