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# Admissions Policy

Collingwood School

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Collingwood is a co-educational preparatory school and pre-prep for children between the ages of 3 and 11. We are an inclusive school and operate a non-discriminatory policy on admissions.

This means that admittance to Collingwood will not be prejudiced by race, colour, religion or sex. No differentiation is made between the admittance of male or female pupils, and there are no fixed numbers for either sex. We seek to operate an open, transparent and fair approach to admissions. Our School is non-denominational, we welcome applications from pupils of all faiths and none. In line with the Special Educational Needs and Disability Act we will take reasonable steps to avoid putting disabled pupils and those with special educational needs at a substantial disadvantage in matters of admission. Parents are required to inform the school of any special educational needs in order that the school can assess whether reasonable adjustments can be made in order to access the education at Collingwood School.

Children can join Collingwood at three years old in our Nursery, but they can enter at any age if places are available.

Collingwood is a non-selective school, which does not require children to sit an entrance test before admission. However, the Head may wish to informally interview older prospective pupils. The Head will also need to meet with children who have special educational needs to assess their requirements and the support the school can provide. The Head Teacher may take up references from previous schools if applicable.

The Head will make final decisions on all pupil admissions based on the availability of places and the school's ability to be beneficial to the all-round education of the child. Once classes are full, we operate a waiting list, with places allocated to siblings of children already at the school, then on a 'first come first served' basis.

Collingwood School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy. We aim to implement this policy through adherence to the procedures set out in the rest of this document. Collingwood School is committed to ensuring that the admissions register is maintained in accordance with Education (Student Registration) (England) regulation 2006.

## **Admissions Procedure**

Parents are strongly advised to arrange a visit to the school, either at one of our Open Mornings or by arranging an individual visit with the Admissions Officer. They are welcome to bring their child with them.



EARLY YEARS - From September 2019, we are offering the 15 hours Free Entitlement Funding for all Nursery pupils from three years old. The hours for this offer are 8.30am to 11.30am from Monday to Friday (three hours daily). Parents are not able to use the funding for education outside these hours. Additional hours each day will be charged according to the current fee rate for Nursery.

For parents wishing their child to attend for just the 15 hours provided, there will be a limit of five pupil places each academic year. There will be a waiting list for any pupils above this allocation, with siblings given priority and a first come - first served basis after that.

For all offers of a place a signed Acceptance Form, together with a deposit of £250 (which will be deducted from the first term's fees or refunded when the child starts the school for children attending the 15 hours funding only), will guarantee a place for Nursery.

### **Registration**

A registration Form must be completed and a non-refundable registration fee of £50 paid. The registration form does not guarantee a place at Collingwood School, but will ensure that the Admissions Officer keeps parents informed of available places.

### **Information about additional needs**

Parents are asked to disclose on the registration form whether their child has a disability, special educational need or medical condition. If this is the case, the school may then request additional information about the prospective pupil. In assessing the suitability of Collingwood for any prospective pupil the school may take such advice and require such assessments as it deems appropriate; the school will be sensitive to any issues of confidentiality.

Based on the information given and advice received, the School is committed to making reasonable adjustments that will enable a prospective pupil to take up a place (subject to satisfying the academic admissions requirements) and to complying with its legal and moral responsibilities under the *Children and Families Act 2014* and the *SEN and Disability Code of Practice, 0-25 years 2015 (SEND Code 2015)* and the *UK Equality Act 2010*. When the pupil takes their place at the school, there will be a period of three months, which will form part of the assessment of the child's individual needs. If it is deemed that the school can not meet the needs of the pupil during this period, the Head will suggest that it would be in the best interests of the child for them to be placed in a more suitable setting. In this case, parents would be informed with the notice required to make alternative arrangements and there would not be a notice period required on school fees.

### **Admissions procedure**

Children joining between Reception and Year 6 will be invited to experience a taster day or morning at Collingwood, in which they will take part in lessons with children in their prospective year group and the class teacher will assess whether the school can provide a suitable environment for your child. We may also request a report from the Head of the child's current school. Subject to satisfactory completion of the taster day and availability of a place, an offer will be made.



No child will be discriminated against on entry into school because of their individual needs. However, as stated above, we may feel that we are unable to accept a pupil if we consider:

- the child may be unable to access our curriculum
- we do not have the specialist facilities to meet his/her needs
- accepting him/her would create an imbalance of individual needs within the year group

Following an offer of a place a signed Acceptance Form, together with a non-refundable deposit of £250 (which will be deducted from the first terms fees), will guarantee the place at Collingwood School. Any withdrawal following this is subject to the notice periods specified in the contractual terms and conditions.

### **The Admissions Register**

From the beginning of the first day on which the School has agreed or been informed that the pupil will attend the school, an entry will be made in the school's admissions register in line with the Education (Student Registration) (England) regulations 2006 and the Local Authority will also be notified. The admissions register includes the following information about pupils:

- First name and surname
- Sex
- Name and address of every person known to the school to be a parent of the pupil and/or carer (and an indication of the parent/guardian with whom the pupil normally resides)
- At least one telephone numbers (per parent) at which the parent can be contacted in an emergency
- Day, month and year of birth
- Day, month and year of admission or readmission to the school
- Name and address of previous school, if any (the address is kept on a separate database). Any additional addresses at which the pupil lives or any new addresses where the parent informs the school that the pupil is moving residence or taking up residence at an additional address

Collingwood School undertakes to inform the local authority (where the child is resident) where a pupil's name is going to be deleted from the admissions register for the following reasons:

- the child's next school is unknown (we endeavour to establish the name of the next school)
- the child joins or leaves during the course of the academic year
- the child has been taken out of school to be home educated
- the family has apparently moved away
- the child has been certified medically unfit to attend
- the child is in custody for more than four months
- the child has been permanently excluded

This Policy should be read in conjunction with the Equal Opportunities Policy and the Attendance Policy



*Reviewed by L Hardie Sept 2019*