

Admissions Policy

Collingwood School

September 2024



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1 **Aims**

- 1.1 This is the admissions policy of Collingwood School (the **School**).
- 1.2 The aims of this policy are as follows:
 - 1.2.1 to set out the particulars of the School's policy on and arrangements for admission to the School;
 - 1.2.2 to describe how the School identifies and admits children who will benefit from the education and other opportunities available at the School and who will contribute to and benefit from the ethos and activities of our School community;
 - 1.2.3 to ensure compliance with the School's responsibilities under the Equality Act 2010.

2 **Vision**

- 2.1 Collingwood is a co-educational preparatory school and nursery for children between the ages of 2 and 11. We are an inclusive setting and operate a non-discriminatory policy on admissions.
- 2.2 We seek to operate an open, transparent and fair approach to admissions. The School is non-denominational, we welcome applications from pupils of all faiths and none.
- 2.3 Children can join Collingwood at two years old in our Nursery, but they can enter at any age if places are available.

3 **Scope and application**

- 3.1 The procedures set out in this policy apply at each of the main points of entry to the School and also to candidates for occasional vacancies in any other year group.
- 3.2 The procedures set out in this policy do not apply to existing pupils who are progressing through the School.
- 3.3 Prospective parents should also consult the School's terms and conditions, which are available on the website.

4 **Regulatory framework**

- 4.1 This policy has been prepared to meet the School's responsibilities under:
 - 4.1.1 Education (Independent School Standards) Regulations 2014;
 - 4.1.2 Statutory framework for the Early Years Foundation Stage (DfE, updated Jan 2024);
 - 4.1.3 School Attendance (Pupil Registration) (England) Regulations 2024;
 - 4.1.4 Education and Skills Act 2008;
 - 4.1.5 Childcare Act 2006;
 - 4.1.6 Equality Act 2010;
 - 4.1.7 Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR);
and

4.1.8 SEND Code of practice: 0 to 25 years (DfE and Department of Health and Social Care, January 2015. Last updated April 2020).

4.2 This policy has regard to the following guidance and advice:

4.2.1 Children missing education (DfE, September 2016); and

4.2.2 Working Together to Improve School Attendance (DfE, August 2024).

5 **Publication and availability**

5.1 This policy is published on the School website.

5.2 This policy is available in hard copy, on request, from the School office.

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

6 **Responsibility statement and allocation of tasks**

6.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.

6.2 To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Head	As required, and at least termly
Monitoring the implementation of the policy, relevant risk assessments and any action taken in response and evaluating effectiveness	Head	As required, and at least termly
Maintaining up to date records of all information created in relation to the policy and its implementation as required by the GDPR	Head	As required
Seeking input from interested groups (such as pupils, staff, parents) to consider improvements to the School's processes under the policy	Head	As required, and at least every two years
Formal review	Governing board (on behalf of Proprietor)	As required, and at least every two years

7 Equality, diversity and disability

- 7.1 All candidates for admission 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. Candidates will also be treated equally in respect of their parents' age, sex or marital or civil partnership status.
- 7.2 The School is inclusive and welcomes applicants with disabilities and special educational needs. The School currently has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.
- 7.3 Parents of a child who has any disability or special educational needs should provide the School with full details on registration. The School needs to be aware of any particular requirements which may affect a child's ability to participate in the admissions procedure and to take full advantage of the education provided at the School.
- 7.4 The School shall determine the reasonable adjustments that are required for the applicant based on the information provided, in accordance with the School's obligations under equality legislation. The School will 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 child should an offer of a place be made.
- 7.5 In instances where provision is above the remit of the school's resources for example Occupational Therapy or Speech and Language, in order for the child to access the full curriculum, parents would be advised that an additional cost may ensue or support should be sought outside school.
- 7.6 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.
- 7.7 The School serves a diverse community, and some pupils have English as an additional language. Pupils who are at an early stage of learning English as an additional language (i.e. those who join the School with little or no English) or who are at a more advanced stage of learning English but still below the level of competence expected within their age group, will require additional support from an EAL specialist. This extra provision is not included in the school fees.
- 7.8 Pupils in Years 1 to 6 must aim to achieve a reasonable degree of fluency in English in order to cope with the academic and social demands of the School.

8 Procedures

- 8.1 Prospective parents can contact the School via email schooloffice@collingwoodschool.org.uk or via telephone 0208 647 4607.
- 8.2 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.
- 8.3 To register for a place, parents are required to complete a registration form which is available on the School's website and to pay the applicable registration fee. Pupils may be registered for entry at any time after their birth.
- 8.4 Prospective pupils and their parents are encouraged to attend one of the School's open mornings or are welcome to arrange a tour of the School at another time. Parents should contact the School Office to make an appointment to see the Head or Nursery Manager as appropriate, in order to discuss their application. No child is admitted until personal contact has been made.
- 8.5 **Entry points:** The following procedures apply at each of the main points of entry (September) and also to candidates for occasional vacancies in any other year group.
- 8.6 **Admissions procedure:** The School's admission procedure has two elements:
- 8.6.1 A tour and informal discussion with the Head; and
- 8.6.2 A taster day.
- 8.6.3 The School is non-selective thus there are no formal assessments. However, paperwork will be sought from the transfer school.
- 8.7 **Taster day**
- 8.7.1 The pupil will be invited to spend the day with their prospective Form Group to (informally) assess academic ability, attitude and behaviour, involvement in the School community, talents and interest, and any other special circumstances such as special education needs, or a disability. We will explore the candidate's interests, attitude to school, personal qualities, ability to contribute to the School community, support available at home and any relevant connection with the School.
- 8.7.2 In the case of a child presenting with additional learning needs, the School may request additional taster days.
- 8.8 **Settling days**
- 8.8.1 For Nursery applications, children will be invited to a number of 'settling sessions' prior to their entry in order that they might be familiar with the environment and their classmates before they start.

9 Admissions criteria

- 9.1 The admissions criteria are:
- 9.1.1 successful taster day;
- 9.1.2 commitment to the School's ethos as described in the School's aims; and

- 9.1.3 ability to meet the needs of the child.
- 9.2 We reserve the right to restrict the offer of places to children who we feel can benefit from the broad and varied curriculum offered and make a positive contribution to the School community.
- 9.3 All candidates must have the legal right to live and study in the UK
- 9.4 **Oversubscription for entry at age 4:** If the School has more applicants than places available, we offer places in the following order of priority: (1) Children of staff within the Inspired Learning Group; (2) Siblings of current or former pupils, and; (3) all other pupils in strict order of registration. Please note that admission is not automatic and the candidate must meet the admissions criteria.
- 9.5 It is assumed that pupils will automatically progress through the School, subject to them meeting the required standards of behaviour and progress.
- 10 **Bursaries**
- 10.1 Bursaries are available and are means tested. Please contact the School or the School's parent company, Inspired Learning Group, for further information.
- 11 **Training**
- 11.1 The School ensures that guidance and training is arranged for those who are responsible for maintaining the Admission Register
- 11.2 The level and frequency of training depends on role of the individual member of staff.
- 12 **Record keeping and confidentiality**
- 12.1 All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.
- 12.2 A confidential admissions record will be kept for each candidate.
- 12.3 The School will provide specific pupil information on request to the Secretary of State, or the local authority who may wish to examine and take extracts of registers for schools in their area.
- 12.4 **Admission register**
- In accordance with the requirements of the Education (Pupil Registration) (England) Regulations 2024 for or pupils admitted to the School, the School will:
- 12.4.1 maintain an admission register (sometimes referred to as the school roll);
- 12.4.2 inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points
- 12.4.3 enter the names of all pupils (both compulsory and non-compulsory school age) on the admission register, as well as other required contents set out in Chapter 7 of the guidance;
- 12.4.4 keep the admission register electronically, backed up at least monthly. A printout should be done at least termly, and kept securely by the School;

12.4.5 preserve every entry for six years;

12.4.6 only delete a pupil's name from the admission register for a reason set out in the guidance.

12.5 The records created in accordance with this policy may contain personal data. The School has a number of privacy notices which explain how the School will use personal data about pupils and parents. The privacy notices are published on the School's website. In addition, staff must ensure that they follow the School's data protection policies and procedures when handling personal data created in connection with this policy. This includes the School's Data Protection Policy and Information Security Policy.

13 **Version control**

Date of adoption of this policy	January 2022
Date of last review of this policy	September 2024
Date for next review of this policy	Spring 2026
Policy owner (SMT)	Head
Policy owner (Proprietor)	Mr Amit Mehta