

### Admissions Policy (September 2018)

#### Legal Status:

- Complies with Part 6, Paragraph 24 (3)(a) of The Education (Independent School Standards) (England) (Amendment) Regulations 2014 in force from 5<sup>th</sup> January 2015

#### Applies to:

- the whole school including the Early Years Foundation Stage (EYFS), out of school care, the breakfast club, the afterschool clubs, the holiday club and all other activities provided by the school, inclusive of those outside of the normal school hours;
- all staff (teaching and support staff), and volunteers working in the school.

#### Other relevant documents:

- Equality and Diversity Policy
- Special Educational Needs and Disability Act (SENDA)
- Attendance Policy
- Inclusion Policy

#### Availability

- This policy is made available to parents, staff and pupils in the following ways: via the School website, and on request a copy may be obtained from the School Office.

#### Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Headmistress.
- The Headmistress undertakes an annual review of this policy and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if changes in legislation, regulatory requirements or best practice guidelines so require.

Signed:

Date: September 2018

Mrs A.R. Burton  
Headmistress

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## Introduction

Orchard School is a selective co-educational independent school for pupils from ages under one to nine years. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Orchard School. We hold a number of open events during the year, which give a general introduction to the school. Details are published on our website. We are also very happy to welcome prospective parents/guardians and their children at other times. Please contact, the school's Bursar, Mrs Doon Williamson on 01582 882054 or email on [admin@orchardschool.org.uk](mailto:admin@orchardschool.org.uk) to arrange a visit.

## The Entry Procedure

Parents/guardians and their child are invited to visit the school and meet with the Headmistress Mrs Anne Burton. The visit will involve a tour of the school and nursery, if applicable. There will be ample opportunity to hear information about the school and address any queries that may arise.

All applications are treated on merit, and in a sensitive manner. Selection, for our youngest nursery children is centred upon the potential partnership the school can form with parents. A similar procedure is adopted for our older applicants and may include an assessment during a morning in the school. Our selection process is designed to identify pupils who can benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the school.

At the end of the visit or morning assessment, the Headmistress will be able to offer a place to the prospective pupil or discuss alternatives. Once the offer of a place has been made, an offer letter will be sent, via email, together with the Acceptance Forms, terms and conditions and fee list. The forms, which requests details of the child's full name, date of birth, the name and address of every parent, should be returned to the School Office within seven days together with the payment of the Acceptance Fee of £150.00 (which is non-refundable).

The child will then be placed on the admission list for the desired entry date. Details regarding the start date and our 'settling in' process will follow.

We require confirmation of the date of birth of a child (copy of birth certificate) and a passport sized photograph.

The aim of the assessment process is to identify potential. Orchard School is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

Prior to the child's attendance at the school the parents/guardians must complete and sign the *Acceptance/Health Form* confirming that they have read and agreed to the "Parent-School Contract – Standard Terms and Conditions." This provides Orchard School with the following vital information and informs the parents/guardians of the basic standards of behaviour and the attitude towards teaching and learning that the school expects and requires.

- Name, home address and date of birth of each child
- Starting date
- Name, address, telephone numbers and emails of parents or guardians
- Emergency telephone numbers of parents or guardians
- Special Diets

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- Arrangements for collection for younger children or those with special needs that makes collection by an adult essential.
- Name, address and telephone number of the child's doctor
- Illness and inoculation details
- Details of any allergies
- Parental consent on emergency procedures

Parents or guardians will also be asked to provide the school with any further information that they feel will enable us to take that best possible care of their children.

The admission procedure for Orchard School is as follows:

- On receiving a contact from a person considering placing a child here, record the person's and child's names, child's gender and age, address, telephone numbers, other contact information and proposed date of entry.
- Arrange a time to visit and/or send out a prospectus pack and other information they request.
- On visiting the School, the visiting adults, ideally accompanied by the child, will be taken around the school by the headmistress and be given comprehensive information. Key personnel should speak to them.
- At the end of the visit, the Headmistress will be able to offer a place or invite the child to spend a morning assessment in school. (Reports from previous schools (nurseries), educational psychologists or other relevant experts are to be requested.)
- Following the morning assessment, the Headmistress will either offer a place or discuss alternatives with parents/guardians.
- A place will be offered in accordance with the *Code of Practice for Schools, Disability Discrimination Act 1995 Part 4* and Schedule 10 of the Equality Act 2010 and based on availability.
- Before the decision to admit a child is confirmed by the School the parents/guardians are required to complete the "Acceptance Form" and sign confirming that they have read and agreed to the "Parent-School Contract – Standard Terms and Conditions."
- When a child has enrolled, the parents/guardian's names should be added to the list to receive information on the school and invitation to events, along with parents/guardians already enrolled.
- Nursery aged children will be given opportunity to settle through an individualised programme of integration. To ensure continuity of care and consistency nursery aged children, once admitted to Orchard, do not attend other settings.

### **Equal Treatment**

Orchard School's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. We are committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, or social background. Orchard School has no specific catchment area and welcome all children. There are limited places available for children under three years of age. Nursery children who are registered for Orchard School, will, in their final year, transfer to the main school until the age of 9 years. Nursery fees will apply during this final year of nursery

### **Special Educational Needs**

Orchard School does not discriminate in any way regarding entry. The school welcomes pupils with special educational needs if its learning support staff can offer them the support that they require. We welcome pupils with disabilities if our site can accommodate them. However, we require

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parents/guardians of children with special educational needs or physical or mental disabilities to discuss their child's needs with the school. Parents/guardians must provide a copy of an educational psychologist's report or a medical report if they have one.

Each pupil with a disability and/or SEND requires special consideration and treatment. If appropriate adjustments need to be put in place, they will be discussed thoroughly with parents/guardians and their medical advisers, including adjustments that can reasonably be made to the curricular and extra-curricular activities before their child becomes a pupil at the school. If an offer is subsequently made and the child takes up his or her place, the school will make provision for appropriate support (subject to a charge) and we will always consult with the local authority to ensure that the required curriculum is provided. We will also cooperate with the local authority to ensure that the relevant reviews, including the annual review, are carried out by regulation and best practice. In the case of the child, holding a Statement of Special Educational Need Orchard School will meet the provisions of the Statement (subject to a charge).

### **English as an Additional Language**

Our school will make provision for children who have English as an additional language, (EAL) in the assessment procedure. If following assessment additional help is required in school to support a child with EAL, extra fees may be levied. We do not regard children as having a 'learning difficulty' solely because the 'language or medium of communication of the home is different from the language in which he or she is or will be taught' (Education Act 1996, Section 312(1), (2) and (3)). However, pupils for whom English is an additional language (EAL) will be provided with appropriate support provided they meet Orchard School's Academic criteria. They will be assessed to gauge the support that may be needed to ensure equal access to the curriculum along with all other aspects of life at Orchard School. Our school has a policy and procedures for students requiring *English as an Additional Language* (EAL).

### **Sibling Policy**

Most siblings join us at Orchard School. However, admission is not automatic and there may be occasions where the school judges that a sibling is likely to thrive better in a different academic environment.

### **Complaints**

The school hopes that parents/guardians and pupils do not have any complaints about the school's admissions process; but copies of the school's complaints procedure can be sent to parents/guardians on request.

The Headmistress is Mrs. Anne Burton whose address for correspondence during both term times and holidays is Orchard School, Higham Road, Barton Le Clay, Bedford MK45 4RB. The telephone number on which the Headmistress can be contacted at all times is 01582 882054 and the email [anneburton@orchardschool.org.uk](mailto:anneburton@orchardschool.org.uk).

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