



Admissions and Equal Opportunities Policy

This policy applies all pupils in the school, including those in the EYFS

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Admissions Secretary

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Head

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Admissions and Entry Procedure – Weston Green School

Weston Green School and its EYFS setting is a community which recognises each individual's needs and in which the talents and abilities of children and adults are encouraged. The care for each child is central to the school's aims and provision and as a caring and welcoming community. Our curriculum and pastoral approach fosters the individual's sense of identity and awareness, alongside the important role they play as part of the community. This recognition and appreciation of individuality is central to the school's ethos and is reflected in the procedures through which we welcome, admit and induct children and their families into our community.

The purpose of this policy is to enable the school to welcome, identify and admit children who will benefit from the education offered at Weston Green School and who will contribute to and benefit from the ethos and activities of our school community. We will only admit a child and their family who meet these criteria.

Equal Opportunities

We welcome children from many different ethnic and racial groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our school community and the rights and freedoms of others. The School is committed to being an Equal Opportunities Education provider and is committed to equality of opportunity for all members of the school community. The school recognises and accepts its responsibilities under the law, in line with the 1976 Race Relations Act and in line with the Equality Act 2010; all candidates for admission will be treated equally, irrespective of their, or their parents' age, gender, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race or ethnicity, language, religion or belief, national or social origin, sexual orientation, property, birth or other status. We expect all of our pupils to attend all assemblies and outings, and to take full part in all Religious Education lessons.

Special Education Needs and Disability (SEND)

The School currently has limited facilities for SEND pupils but will do all that is reasonable to comply with its legal and moral responsibilities under equality legislation in order to accommodate the needs of SEND applicants for which, with reasonable adjustments, the School can cater adequately.

The physical layout of the site and buildings may restrict the movement of individuals with particular difficulties with mobility. The school has a three year plan in compliance with the Special Educational Needs and Disability Act.

The school defines a reasonable adjustment as one which can reasonably be undertaken within the normal staffing, facilities and resources of the school. Where the school needs to draw on additional expertise or resources, the cost will be passed on to parents. The School needs to be aware of any known SEND which may affect a child's ability to participate in the admissions procedure and take full advantage of the education provided at the School.

Parents of a child who has any SEND should provide the School with full details prior to the admissions procedure at registration, or subsequently before accepting the offer of a place. The School needs this information so that, in the case of any child with particular needs, the School can assess those needs and consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the child and the School can cater adequately for the child's needs should an offer of a place be made.

The School will do all that is reasonable to ensure that the information and application procedure is accessible for SEND candidates and will make such reasonable adjustments as necessary. For example, the School may be able to provide an examination paper in large font for a visually impaired pupil. Similarly, if SEND become apparent after admission, the School will consult with parents about reasonable adjustments that may allow the child to continue at the School.

Where specific needs are identified and can be met with 'reasonable adjustment' by the school there will be no additional costs for support. Where it is deemed most appropriate for there to be intervention from an outside resource, the cost for these services will be the responsibility of the parent.

Joining Weston Green School

Application: To apply for a place, parents / carers complete and sign the Registration Form. The Registration Form must be signed by both parents and then returned to school together with a registration fee of £75. On receipt of the Registration Form for the child, together with the registration fee, the school will place the child's name on the General Waiting List for the term in which they expect to enter Weston Green School. However, this does not guarantee the child a place.

Waiting Lists; Once a child is registered they are added to the waiting list for the year for which they are registered; usually positions on the list are allocated on a first come first served basis, subject to the following criteria being given precedence

- A child with an existing sibling within the school wishes to join
- A member of staff wishes that their child join the school
- A child who has previously attended the school wishes to re-join

School Visits: Parents may view the school on Open Days or on tours of the school which take place on a regular basis. Prior to admission children joining the nursery spend a session in the setting, while older children are likely to spend a full day in the school for familiarisation. Children in Key Stage 2 and possibly Key Stage One may be asked to do some assessment tasks, either on that day or (more likely) at a later date.

The school will also require the child's last school report (where appropriate).

Pupils Applying from Abroad: Individual arrangements will be made for families applying to join the school from abroad.

Sibling Policy: The school offers siblings priority for entry to the school, but the onus is with parents to inform the school of any siblings they may wish to be considered for entry. From September 2018, siblings entering the school will awarded a fee discount of 5%, provided siblings are at the school at the same time. (Any present arrangements which differ from this will remain in place).

Disclosures: Parents must as soon as possible disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities or learning difficulties.

The maximum class size within the school is usually 18.

Oversubscription: If the School is oversubscribed, the school will create a waiting list.

Offer and Acceptance: If the school offers the child a place a confirmation letter along with an Acceptance Form will be sent to the parent. To accept the offered place a completed Acceptance Form, signed by both parents should be sent to the School Office together with a black and white copy of the child's passport or birth certificate. A deposit is also required to secure the place; details of the deposit are outlined within the offer letter.

Deposit and Cancellation: the School's Terms and Conditions gives information as to how the Deposit will be held and in what circumstances it will be refunded. Further information is also provided in the Terms and Conditions about cancellation of a place that has been accepted.

Exclusion: In registering a child for a place at the school parents are agreeing to abide by the school's regulations and policies and to ensure, in so far as is reasonably practicable, that if the child is offered a place at the school they will be both diligent in their studies and responsible in their attitude and behaviour. Should this become a problem the school will make every effort to counsel the child and the parents and encourage the child to modify his/her behaviour. It should be acknowledged that in extremely rare situations, it may become necessary for the child's place at the school to be withdrawn and for him/her to be educated at a school which is more appropriate to his/her needs. The Headteacher's decision in this matter will be final. See the School's Exclusions Policy.

School's Terms and Conditions: This admission policy should be read in conjunction with the School's Terms and Conditions by which all parents and pupils must abide in relation to treatment of staff and pupils particularly at the school.

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