

POLICY STATEMENT



Policy	Admissions
OFSTED Standard No	
School Department	Admin

Date Written	6th April 2017
Written by	G Sutton
Approved by	SMT
Date of Approval	6 th April 2017
Next major review date	August 2019
Location and disseminations	A copy of the policy can be found in the school admin office and on the school website.
The context of the policy and its relationship to other policies	This policy should be considered in conjunction with other written policies on behaviour, health and safety, medicines, school visits, child protection and safeguarding.

Introduction

1.1. This policy is a 'Whole School Policy' and informs practice in the School. We apply the regulations on admissions fairly and equally to all those who wish to attend the school. We seek to be inclusive welcoming children from all backgrounds and abilities provided we feel able to meet their needs. For this reason we request detailed information regarding an applicant's academic and behavioural background. All applications will be treated on merit and in a sensitive manner.

1.2. The only restrictions we place on entry are those of number (in terms of boarding places and spaces on courses, as appropriate) and considerations of need. If the number of children applying for entry exceeds the places available or if we feel we cannot adequately provide for a child's needs, we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents to find a place for their child at the school of their choice whenever possible. We may also consider offering a place on a waiting list.

Admissions Process

2.1. Parents are encouraged to spend some time looking around the school and learning about us. If they are interested in seeking a place in the Junior or Senior School, a completed registration form should be sent to the Admissions Officer at the address on the reverse of the form, along with the registration fee, which is non-refundable. Completion of the registration form in itself does not constitute an offer of a place. Conditions of entry to 6th form please see Appendix 1

2.2. Admission is based on the following:

- A satisfactory report from the prospective pupil's previous school (including a Behaviour report)
- The completion of a signed declaration by all parents of the prospective pupil, which informs the school of all known special educational needs of the prospective pupil.
- Where applicable overseas students are required to undertake a language proficiency assessment before a place is offered. This includes a written assessment and may also include an interview in person or via electronic media. A full assessment of linguistic ability may also be carried out upon arrival to facilitate correct placement. It is helpful if existing English language qualifications such as Cambridge English examinations are submitted.
- A Skype meeting and/or interview with the relevant Head of Year or a member of the Admissions team.
- A date may also be arranged for their child to spend time with us on a 'taster day'.

Following the completion of the above, combined with the school's assessment of whether Buckswood is the appropriate school, the school is then in a position to offer a place. When the acceptance form is signed and appropriate registration fee and deposit paid, their child's place is secure.

2.3. With regard to the Sixth Form, we recommend those pursuing a full A Level or IB programme to have at least five A* to C grades at GCSE or equivalent and a B grade (strong performance) in those subjects they wish to study. For further information, see the appendix below. The School reserves the right to refuse entry onto particular courses.

Overseas Applicants

3.1 We welcome overseas pupils who can study at Buckswood School as boarders provided that they have a relative or guardian living in the UK. Information on how to appoint a guardian can be provided upon request.

Equal Treatment

4.1. Buckswood School is committed to equal treatment for all, regardless of an applicant's race, ethnicity, religion, sexual orientation or social background.

Fluency in English

5.1. Pupils for whom English is a second language are supported in school. We suggest a certain standard is required before the pupil starts an examination course; students applying for Sixth Form study are advised to have English at B2 level, but each application will be treated on its own merits. For further information, see the appendix below. Applicants with English below B1 level will be recommended to take an intensive English course prior to commencing Sixth Form.

Special Educational Needs

The admission arrangements for all scholars are in accordance with national legislation, including the Equality Act 2010. This includes scholars with any level of SEN, those with Education, Health and Care Plans and those without, providing we can accommodate them with the support and facilities they require. Parents are encouraged to provide a copy of any educational psychology reports, medical reports, or Education and Health Care Plans (EHCP) in order to help us support their child and to ensure we have a record of 'diagnosis'. Please refer to the information contained in our School Prospectus and curriculum policy.

The Children and Families Act 2014 means that schools make arrangements to support scholars with medical conditions through individual healthcare plans showing the type and level of support required to meet the scholar's medical needs and showing that they have full access to education, trips and PE. Some may be disabled and the School will comply with its duties under the Equality Act 2010.

Reasonable adjustments are made for SEND scholars within the behaviour policy.

Where appropriate upon transition, scholars with identified needs will be supported through liaison meetings with parents, key staff from both settings and support agencies. An individual plan of action to aid transition will be offered. Parents/carers of prospective students should notify the school of any disabilities and learning difficulties as early as possible so that we can make

appropriate arrangements for any visits to the school. We welcome students with disabilities and special educational needs providing that our site can accommodate those needs. Parents/carers should provide a copy of an Educational Psychologist's report or medical report at the earliest opportunity but specifically during the registration stage of the admissions process. We can then discuss thoroughly with parents/carers and their medical advisers, the adjustments that can reasonably be made for the child and whether we can meet their needs before a place is offered.

Once we have assessed a child's needs and offered a place, the school will do all it reasonably can to ensure that the child can, with 'reasonable adjustments', access the curriculum, whether in the classroom or through other means. In order that all our students may have the fullest possible experience at the school, we try and ensure that all its students can participate fully in all aspects of school life including trips, sports and events, but must ensure that no pupil's safety or education is put at risk by the needs of another individual.

In summary:

6.1. We do not discriminate in any way regarding entry.

6.2. We welcome pupils with special educational needs providing that our Learning Support Department can offer them the support they require.

6.3. We welcome pupils with physical disabilities provided our site can cope with them.

6.4. Parents should provide a copy of an Educational Psychologist's report or a medical report to support their request for e.g. extra time or other examination concessions.

6.5. We discuss thoroughly with parents and their medical advisers adjustments that could reasonably be made.

Complaints

7.1. We hope that you and your child do not have any complaints about our admissions process; but copies of the School's Complaints Procedure are available on the website or can be sent upon request.

8. Appeals

8.1. If we do not offer a child a place, it will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much or because we feel we are unable to provide for the child's needs. If parents wish to appeal against a decision to refuse entry they can do so to the Co-Principals whose decision is binding for all parties concerned.

Sixth Form (A level or IB) Programme – Enrolment Policy

Enrolment into the Sixth Form is made by way of an application from the student/parent/guardian to the school. New international students must complete an English test and the Head of Sixth Form or IB Co-ordinator needs to see reports and evidence of grades when considering an applicant. After initial consultations between the school, student and family, a student may be offered a place.

Internal applications

Students already studying at Buckswood School should let the Head of GCSE/Sixth form/IB Coordinator and/or Admissions of their wish to continue their studies with us.

Buckswood School will already have a good understanding of an existing student's academic progress and pastoral development, so the school will be able to assess the suitability of a student without the student being required to undertake any separate entrance tests.

- The School will use the students **predicted and (or) the actual GCSE grades** to indicate whether a student has the required academic ability to meet the challenges of A level/IB courses and will offer a suitable programme of study in relation to this.
- Ideally, in order to access the rigorous nature of academic content on the A level/IB programme the **School recommends students to achieve at least a grade B in GCSE Maths and English, and in the subjects that the students will consider studying at A level/IB.**

External applications with GCSE or IGCSE

Although we make every effort to find out about our students' previous education, we may find less than we would like. Therefore we will need to assess the candidate's suitability and academic aptitude in order to deal with the challenges of Sixth Form study.

- The School will use the students **predicted and (or) the actual GCSE grades** to indicate whether a student has the required academic ability to meet the challenges of the A level programme.
- The School recommends students **achieve at least a grade B in GCSE Maths and English, and in the subjects that the students will consider studying.**

- As outlined above, we will also require evidence of school grades and reports.

External applications without GCSEs or IGCSE's

- If applicants are not sitting GCSE exams, then Students will be required to provide the **last two years of school reports/grades and complete an English Test.**
- The Buckswood School teachers (EFL Dept.) marking the test will discuss the applicant's attainment with the Head of Sixth Form/ IB Co-ordinator.
- A decision on suitability for A level/IB study will be taken on the above information.