

HEATHLAND SCHOOL ADMISSIONS POLICY

This policy includes the Early Years Foundation Stage, Junior School, Senior School (and any before and after care.)

Policy reviewed – January 2020

Policy presented to Directors/Senior Management Team (SLT)- January 2020

Due for review – January 2021

Aims

This policy is applicable to all pupils, including those in EYFS.

To give all prospective pupils a fair approach to registration as a pupil at Heathland School.

To ensure that entry procedures are appropriate to the age and ability of the child

To accept a pupil into the school at an appropriate point in the school's academic year

Process

Parents can express an interest in the school by contacting us directly or by touring the school at a prearranged Open Day, Open Afternoon or at another time by prearrangement through the office.

An application to the school can be made at any time by completing an application form and returning it to the school office.

The child is invited to spend some time in the school. When the parent brings the child to the school for the first time, copies are made of recent school reports and any other relevant documentation.

Entry into Heathland School is based upon satisfactory completion of the two- day entry procedure, a satisfactory report being received from the child's present school, and at the discretion of the Director of Studies. During this process, some testing in the SEN Department may be arranged should that be appropriate.

On being offered a place, both parents/guardians are required to sign a contract and pay a registration fee to the school.

Any failure to disclose information pertinent to the child's entry into the School may result in the place at Heathland being withdrawn.

Entry into EYFS Entry into the EYFS usually occurs during the term in which a child has his/her third birthday. There is no formal assessment. Each child visits the school for one or two sessions (a session being either a morning or an afternoon) During this time, the child's personal, social and emotional skills are assessed. This time spent in the school gives parents, carers and staff an opportunity to discuss the child's needs.

On admission, a 'Welcome Booklet' is given to parents to complete and this information forms the basis for recording the child's achievements both at home and at school.

Children are admitted for between two and ten sessions a week. The number of sessions is agreed with parents after individual assessment of the child, taking into account of parents, carers and the child's needs and availability.

Entry into Prep2/3 Children visit the school, preferably for two consecutive days, although the two days may be separated if necessary. During this period in school, the child's academic and social skills are assessed in a classroom setting.

In Years 1 and 2 reading, writing and number tasks are also undertaken and, at the Headmaster's discretion, a place is offered in the school based on all the information received (see 'Process' section)

Transition from Prep3 into Lower Juniors It is expected that once a child has been accepted into Junior School, they will automatically progress.

A record of each child's academic achievements and other pastoral information is passed on to the Lower Junior teacher.

A meeting is held to discuss each individual child and their needs in order to ensure a smooth transition from one Key Stage to another. The transition is discussed with parents.

A Changeover Morning is arranged towards the end of the Summer Term where each child spends a morning with the teacher who will be teaching them the following year.

Entry into Key stage 1 /2 During the two-day familiarisation period spent in school, the child will be tested on their reading and their Mathematics.

In Upper Juniors, reading will be tested by a reading comprehension test. Additional testing may be included where appropriate (see 'Process' section)

Transition from the Junior School into the Senior School Year 6 children and their parents are invited to attend an Open Afternoon in the Autumn Term and Open Days at other times.

The Entrance Examination for entry into the Senior School the following September is held in April, along with the bursary testing. Candidates are examined in English, Mathematics and Verbal Reasoning.

All candidates are also interviewed by the Director of Studies.

All candidates must obtain satisfactory marks in the entrance papers for guaranteed entry into the Senior School.

Entry into the Senior School All external candidates are invited to visit the school with their parents. All candidates must obtain satisfactory marks in entrance papers for guaranteed entry into the Senior School.

All candidates' results are discussed by a panel of Junior School and Senior School staff and the decision whether or not to offer a place depends on a number of factors.

Entry into the Senior Department at any time after the Entrance Examination will be via the two day process as mentioned above and a confidential reference from the child's present school will be sought.

A place in the Senior Department is offered on the understanding that the candidate achieves a satisfactory level on the entrance papers. All places offered to candidates are at the Director of Studies' discretion.

Entry into the Senior School beyond Year 7 This will be via an entrance examination at the appropriate level (see process above) Admission to the school is, in addition, dependent upon the school receiving satisfactory reports from the school where the pupil currently attends.

Entry to the school is at the Director of Studies' discretion. Accessibility Where it is practical to make reasonable adjustments based upon the information given and advice received, to enable a prospective pupil to take up a place at Heathland School, having passed the relevant entrance requirements, the School is committed to providing these reasonable adjustments.