



## Longacre School Admissions Policy

**This policy includes the Early Years Foundation Stage**

*Policy Written: January 2020*

*Policy to be reviewed: January 2023*

### 1. INTRODUCTION:

**1.1 Applications for admission** to Longacre School can be made at any time. However, there are limits upon numbers under the School's policy on class sizes. In the Early Years, numbers are limited due to room sizes and staff ratios. Therefore, in any age group, those who apply and satisfy the admissions criteria will be offered places, subject to an assessment day, on a "first come, first served" basis until the maximum class size has been reached. Pupils are encouraged to start in September although circumstances may allow a mid-term start date.

**1.2 Offers** of admission to Longacre School are made individually and at the discretion of the Head, who will consider not only the criteria noted below but also other matters that may be relevant in any individual's case. Offers of admission to the Early Years are made individually and at the discretion of the Head.

Longacre School reserves the right to refuse entry and progress into any year from Nursery to Year 6 if the school's structure, in the opinion of the Head and teachers, does not meet the educational, pastoral and social needs of the pupil concerned.

**1.3 Equal Treatment** The Longacre School community welcomes children from many different ethnic 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. All candidates for admission will be treated equally, irrespective of their or their parents' race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, orientation, property, birth or other status. We expect all Longacre pupils to attend School assemblies.

**1.4 Disability** Longacre School will do all that is reasonable to ensure that the School's culture, policies and procedures are made accessible to children with disabilities. When a disability or special educational need is made known to us, we will consult with parents and make reasonable adjustments to our admission procedures and arrangements to enable a

child, if he/she is able, to satisfy our admission requirements. In the Early Years we adhere to the SEN code of practice.

If a pupil is disabled, we have a series of duties in respect to them. In particular, we will:

- Not discriminate against the pupil directly, indirectly or in relation to a consequence arising from the pupil's disability;
- Not victimise or harass the disabled pupil;
- Make reasonable adjustments to prevent the disabled pupil from being put at a substantial disadvantage. Such adjustments may include providing specific equipment or extra staff assistance and making changes to timetables to ensure all teaching rooms are accessible.

**1.5 Educational Adjustments** In line with the Special Educational Needs and Disability Act 2001, we seek to ensure that those with special educational needs are not treated less favourably or put at a substantial disadvantage in matters of admission. The School will take all reasonable measures to support a child and will make adjustments to ensure accessibility to the curriculum where required. Longacre School does not have the expertise on the staff team to provide for the needs of pupils with moderate or severe learning difficulties. However, the School does have a Learning Support Department who can work in conjunction with the teaching staff and the parents to support, in certain cases, a range of mild difficulties.

Additional support with specialist staff can also be arranged, at the parents' expense, in order for a child to maximise their potential or fully access the curriculum.

## **2. PROCEDURES:**

**2.1 Entry points** - These procedures apply for points of entry as shown below:

### **Pre-School: Nursery and Kindergarten (2½ and 3 years)**

Children will be admitted in order of registration. Siblings of children already attending Longacre School or the Early Years will be given priority as well as those children intending to progress through Longacre School.

Candidates for admission at this level are invited to spend a period of time with the Longacre Pre School and Pre Prep teaching team. During this time the parents are invited to stay and have a coffee whilst the assessment takes place or leave the school but return promptly at the allocated time. The class teacher will take the opportunity to observe the prospective pupil, how they interact with their peers and assess their social, personal and behavioural development in order to promote a smooth transition into the setting.

Children are required to attend a minimum of 3 sessions per week in Nursery and 5 sessions in Kindergarten. Following confirmation of a place and agreement of a start date, the Registrar will contact the parents of the child to arrange settling in sessions.

### **Reception (4 years)**

For Reception pupils, children are offered a place based upon the date that they registered. Children who are already in the Pre-School will be expected to continue through the School unless one term's notice is given as per our Terms and Conditions. Siblings of children already attending Longacre School will receive priority.

Candidates for admission at Reception are invited to join the year group for an informal assessment with the Pre Prep teaching team. This involves the children spending time with their peers so that we can take the opportunity to observe their interaction and social development. During this time the parents are invited to stay and have a coffee whilst the assessment takes place (if entry is for the next academic year) or leave the school and return promptly at the end of the school day (3.45pm) if the child is seeking a place for the current academic year.

### **Prep School (5 to 10 years)**

Candidates for admission at 5+ (Form I) to 10+ (Form VI) are required to spend a full day at the school. During this time at school, an assessment will be made of the prospective candidates' personal and social development and behaviour as well as their progress to date in Literacy and Numeracy to ensure a smooth transition into these year groups.

For pupils wishing to join the Pre-Prep or Prep School in Years I to VI, the following criteria will be applied:

- An assessment of their ability in English, Mathematics and VR and NVR;
- Feedback from staff on taster days;
- Character references may be required from their previous school;
- Disability assessments (if applicable);
- The presence of a sibling already at Longacre or a previous family connection;
- The family indicates a willing commitment to continue with their child's education all the way through Longacre School.

The entry assessment will involve a review of the pupil's ability in:

- Literacy including Reading, Writing and Spelling
- Numeracy
- Non Verbal Reasoning

The afternoon is spent with current pupils of a similar age to ensure that prospective candidates have a good feel and understanding of the school before they conclude their assessment day.

## **2.2 Awarding of Places**

Places will be awarded following the criteria set out below.

2.2.1 All children will need to perform to the required standard in the assessments and observations. Ultimately it is at the Head's discretion.

2.2.2 Siblings of children already at Longacre School will be given first priority in the order in which their registration forms and registration fees were received.

2.2.3 Children without siblings will be awarded the remaining places in the order in which their completed registration forms and registration fees were received so long as they meet the conditions of the remaining criteria.

2.2.4 All families will be kept informed of the availability of places. Where a waiting list situation arises i.e. where the School anticipates all places will be taken up between transitioning children and those already registered, parents will be informed at the time of their initial enquiry. They will be placed on a waiting list and will be informed when/if a place becomes available.

2.2.5 In the case of key points of entry, assessment days and the offers of places will be made by the December prior to the September start date. Once these places have been offered and accepted, they cannot be withdrawn by the School even if the school receives additional applications including those from siblings.

**2.3 Entry Assessments** The School sets its own assessments in certain core/option subjects as appropriate.

**2.4 Interviews** There may be a general interview to 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.

## **2.5 Character Reference**

The Head of the candidate's current school may be asked to provide a written reference as to the candidate's 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. The reference may also include the results of tests taken at the school (such as NFER or SATs).

**2.6 Candidate's Age** Very occasionally, the School may offer places to pupils one year ahead or behind their standard year group, if we consider, as a matter of professional judgement that this would be in the best interests of the pupil and the School.

**2.7 Special Circumstances** The School recognises that a candidate's performance may be affected by particular circumstances, for example:

2.7.1 If he/she is unwell when taking tests or has had a lengthy absence from his/her school.

2.7.2 If there are particular family circumstances such as a recent bereavement.

2.7.3 If there is a relevant educational history, for example education outside the British system.

2.7.4 If the candidate has a disability or specific learning difficulties.

2.7.5 If English is not the candidate's first language.

In any of these cases, the School may request further information such as a medical certificate or educational psychologist's report and any associated correspondence or details from the pupil's current school (including samples of work) or any family history of dyslexia, as is considered necessary to make a fair assessment.

**2.8 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.

Failure to disclose this information could result in the offer a place being withdrawn.

**2.9 Additional Factors** If the School or Early Years is oversubscribed and we have to decide between two or more candidates who meet our admission requirements, after all appropriate allowances and special consideration has been given, we may give preference to:

2.9.1 A child who already has a sibling in the School or Early Years or whose sibling or parent is a former pupil at Longacre School.

2.9.2 A child whose parent is a current member of our staff.

2.9.3 A child with a particular skill, talent or aptitude seeking entry to Longacre School.

2.9.4 Those parents whose child will progress from the Nursery and Kindergarten to the Reception class and on through to Form VI at the School.

## **ADMISSIONS PROCEDURES:**

### **Introduction:**

Ensuring that the School adopts and follows efficient admissions procedures is essential to the legal status of a child's presence at School. It underwrites the terms and conditions under which any pupil attends Longacre, and under which any parent has a proper expectation of the School. This requirement lays upon the School a responsibility to follow procedures with the utmost care to ensure the welfare of the child and to safeguard the interests both of the parents and the School.

### **Management**

The School's admissions process will be monitored by the Board of Governors, and reviewed regularly by the Senior Leadership Team. Day to day management of the procedure is delegated by the Head to the Registrar who is the School's admissions officer.

### **The Registrar**

The Registrar will have the responsibility for managing the admissions process. In particular the duties of Registrar will include:

Maintaining a Register of prospective parents to allow the School to plan effectively for the future both in financial and logistic terms.

Organising and running Open Days for prospective parents.

Following up all expressions of interest in the School with the aim of converting interest into a confirmed place or places at School.

Conducting the administration of prospective parents in preparing them for entry to Longacre School by processing appropriate documentation. (See paragraph 4).

Advising the Board of Governors and Senior Leadership Team of the pupil numbers situation and trends at their meetings as required.

Having an intimate knowledge of local nursery schools, play groups and other competitors and providing advice to the Marketing Committee as appropriate.

Assisting the Head in arranging visits to the School, by individual or groups of parents.

Assisting the Head in other PR initiatives as required.

## The Procedure

The following procedure is to be adopted to ensure an efficient admissions process:

**Pre – Registration** Parents who show an interest in a place at the School for their child or children are encouraged to attend an Open Morning or have a personal tour of the school with the Head and at this point will be given an information pack which includes a yearbook, the Registration Form and other internal documents to provide additional information.

**Registration** Once a parent has submitted the Registration Form with the appropriate registration fee, the Registrar will acknowledge receipt of the form, place it in the appropriate Year Group admissions file and log the entry onto the admissions database in receipt order. At the appropriate time in the school year and subject to availability the Registrar will contact the parents to arrange a taster day for all those wanting to enter the Pre-School, Pre-Prep and Prep. This will include a gentle assessment to allow the School to assess prospective pupils. Parents may inspect the School's policies once they are fully registered and have paid the appropriate fee.

**Offer of a Place** Providing a place remains for a registered child, the Registrar will arrange for the Letter of Offer to be sent to the parents along with a pupil information form and a medical record/consent form which, on return, are to be passed to the School Secretary before filing in the pupils' file. This will also include a copy of the Terms & Conditions. The parents will return a Letter of Acceptance to the Registrar if they wish to take up the offer, with the required deposit.

**Prior to the pupil starting at the School** Forms are sent to the parent for completion. These include Parent Information, Medical and Acceptable Use (ICT) Policy and Acceptance Forms. These are to be returned, completed, before the child is due to join the School.

**Waiting lists** are to be maintained throughout this process. Should an Offer of a Place be rejected, the first name on the waiting list is to be offered that place, and so forth.

**Acceptance** Once a parent has returned the Letter of Acceptance, the Registrar is to ensure that it has been signed by the appropriate parties. The Letter represents a parents' agreement to the School's Terms & Conditions and forms the basis of a legal contract between the parties. It is to be kept in the pupil's file. The deposit has to have been received by the Finance Department who will make arrangements to start a pupil account and to credit the value of the deposit to that account.

Once the Acceptance Form and deposit has been received, the parents of future pupils will be bound by the School's Terms & Conditions. Any child who is subsequently withdrawn, even before the start of his/her time at the school, will be subject to the full term's notice. Failure to abide by this notice period could result in the levy of a term's fees in lieu of necessary notice.

If the offer of a place and its acceptance are both made entirely at distance by means of post, fax or electronic communication, without either of the Parents meeting face to face with a member of the School staff between offer and acceptance, the Parents have the right to cancel the contract at any time, within 14 days of the day after We receive Your completed and signed acceptance form. To cancel a place, written confirmation must be sent to the Head ([head@longacreschool.co.uk](mailto:head@longacreschool.co.uk)) or the Bursar ([bursar@longacreschool.co.uk](mailto:bursar@longacreschool.co.uk)) via email or letter (Headmaster/Bursar, Longacre School, Hullbrook Lane, Shamley Green, Guildford, Surrey, GU5 0NQ).