



## Admissions Policy

### **THIS POLICY APPLIES TO THE MAIN SCHOOL, THE EARLY YEARS FOUNDATION STAGE AND THE PRE-PREPARATORY SCHOOL**

Danes Hill School aims to admit pupils, regardless of ethnicity, gender and religious affiliation, who will flourish and benefit from its excellent educational opportunities. The admissions process does not discriminate against any applicant on grounds of ethnic origin, gender, religious persuasion or disability. Prospective pupils are interviewed and assessed where possible. Assessment aims to elicit valuable information for setting and to give an insight into the pupil's learning profile to assist teaching and thus learning. Should this not be possible, a current school report will be requested before a place can be offered. Parents are requested to give written detailed medical and educational information on their children when seeking admission.

#### **Admission to the School:**

The Registrar meets the parents and arranges for a tour of both the Bevendean (if applicable) and Main School sites. She informs and liaises with the Headmaster, Heads of Section, Assistant Head, Academic and SENCO if necessary. Appointments are made for the parents to meet the Headmaster and assessments to take place, if relevant. Where appropriate, the prospective pupils may be invited to spend a day with their peers. The Registrar asks for information on the educational background of prospective pupils in order that all Heads of Department can be made aware of the needs of the new pupils, prior to intake, so that special arrangements can be made over modern languages, for example, in addition to setting for core subjects.

Schools are sent questionnaires to complete on the pupils seeking entry. Any issues arising are followed up by a phone call to the schools. The Registrar liaises with the Headmaster over all prospective pupils. The Assistant Head, Academic takes an overview and liaises with all staff involved in the admissions procedure.

The Headmaster has the final decision about whether a prospective pupil will be able to cope and thrive both academically and socially at Danes Hill. A letter offering a place can then be sent.

#### **Early Years:**

A history of educational experience and medical background is requested for the prospective pupils. Any pupils with special educational needs may be observed in their current educational setting prior to intake to guide selection and provision. The Head of Early Years meets with prospective pupils registered to join Year 1, for an observation.

### **Year 1 (6+ intake for Year 2):**

The Head of Year 1 arranges a short observation with the prospective pupil. Parents are asked for details of their child's progress in their previous educational setting and any relevant medical history.

### **Year 2 (7+ intake for Year 3):**

Assessment takes place early in the academic year along with a 'taster morning' for prospective pupils who are seen in small groups and spend a morning in the Year 2 forms with their prospective peers. Reports are gathered from the current school to give further information. The Headmaster, the Assistant Head, Academic and the Head of Lower School meet to discuss the assessment results and all supplementary information gathered. The Headmaster makes a decision as to whether the prospective pupils should be offered places and that decision is final.

### **Year 3 (8+ intake for Year 4):**

Prospective pupils are invited to a 'taster morning' and will sit literacy and numeracy assessments. Reports are gathered from the current school to give further information. The Headmaster makes a decision as to whether the prospective pupil should be offered a place and that decision is final.

### **Middle and Upper School:**

The Heads of Section will endeavour to meet and interview the prospective pupils who come for assessment. The Head of English and the Head of Mathematics provide and mark the relevant assessment papers. They advise on potential setting in English and Mathematics from the results. The Headmaster makes a decision as to whether the prospective pupils should be offered places and that decision is final.

### **Special Educational Needs and Disability:**

The School seeks to make reasonable adjustments during assessment for admission for pupils with special educational needs and disability as recommended in the SEND Code of Practice 2015 and the Equality Act 2010. The Assistant Head, Academic examines the needs of all pupils when the level of SEND is known, or identified through assessment. Places will be offered where reasonable adjustments can be made. Specialised reports on the pupil are requested from parents and form part of the information gathered to guide the selection procedure and the nature of any necessary specialised provision. Pupils who speak English as a second language are assessed to establish their level of spoken and written language when they join the school.

Parents are welcome to contact the school at any time and discuss their child or children with the Registrar. They will then have an appointment to see the Headmaster to welcome them to the school and answer any questions they might have. Every effort is made at Danes Hill School to welcome new children and support their applications for places within the school community.

### **Admissions Register**

An admissions register is kept which contains the child's full name, sex, date of birth, name and address of all parents and guardians, one telephone number, full name of parent the pupil lives

with, date of admission to the school and name and address of the last school. It will also contain the name and start date of the destination school as notified by the parent.

It is a requirement that the school notifies Surrey LEA when they remove or add a pupil's name to the admissions register at non-standard transitions, i.e. where a child of compulsory school age leaves the school before completing the school's final year or joins the school after the beginning of the school's first year. Time limits are given and the school will ascertain the detail of local expectations from Surrey LEA. The school's right to delete a pupil for non-return within 10 days after authorised leave of 10 school days or more, or after 20 school days unauthorised absence, does not arise until the school and Surrey LEA have jointly made reasonable enquiries as to the pupil's whereabouts and failed.

SMC

CEW

**Policy updated: 7 May 2019**

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