



# **Admissions Policy**

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## **Yateley Manor School**

September 2024

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## **1 Aims**

- 1.1 This is the admissions policy of Yateley Manor School (the **School**).
- 1.2 The aims of this policy are as follows:
  - 1.2.1 to set out the particulars of the School's policy on and arrangements for admission to the School;
  - 1.2.2 to describe how the School identifies and admits children who will benefit from the education and other opportunities available at the School and who will contribute to and benefit from the ethos and activities of our School community;
  - 1.2.3 to ensure compliance with the School's responsibilities under the Equality Act 2010.

## **2 Vision**

- 3** Deciding on the right school for your child is very important and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Yateley Manor. We hold several open events in the Autumn Term and Spring Term, which gives a general introduction to the school. Details are published on our website. We also welcome prospective parents and their children to visit the school at other times. Please contact the school's Registrar on 01252 405500 or via e-mail at [admissions@yateleymanor.com](mailto:admissions@yateleymanor.com) to arrange a visit.

## **4 Scope and Application**

- 4.1 The procedures set out in this policy apply at each of the main points of entry to the School and also to candidates for occasional vacancies in any other year group.
- 4.2 The procedures set out in this policy do not apply to existing pupils who are progressing through the School.
- 4.3 Prospective parents should also consult the School's terms and conditions, which are available on the website.
- 4.4 This policy should be read alongside the 'ILG Right to Study' policy, available from the School on request.

## **5 Regulatory Framework**

- 5.1 This policy has been prepared to meet the School's responsibilities under:
  - 5.1.1 Education (Independent School Standards) Regulations 2014;
  - 5.1.2 Statutory framework for the Early Years Foundation Stage (DfE, December 2023);
  - 5.1.3 School Attendance (Pupil Registration) (England) Regulations 2024;
  - 5.1.4 Education and Skills Act 2008;
  - 5.1.5 Childcare Act 2006;
  - 5.1.6 Equality Act 2010;
  - 5.1.7 Immigration Rules HCE95;

5.1.8 Data Protection Act 2018 and UK Data Protection Regulation (UK GDPR); and

5.1.9 SEND Code of practice: 0 to 25 years (DfE and Department of Health and Social Care, January 2015. Last updated April 2020).

5.2 This policy has regard to the following guidance and advice:

5.2.1 Children missing education (DfE, September 2016); and

5.2.2 Working together to improve school attendance (DfE, August 2024).

## **6 Publication and Availability**

6.1 This policy is published on the School website.

6.2 This policy is available in hard copy, on request, from the School office.

6.3 This policy can be made available in large print or other accessible format if required.

## **7 Responsibility Statement and Allocation of Tasks**

7.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.

7.2 To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

<b>Task</b>	<b>Allocated to</b>	<b>When / frequency of review</b>
Keeping the policy up to date and compliant with the law and best practice	Admissions/SLT	As required, and at least termly
Monitoring the implementation of the policy, relevant risk assessments and any action taken in response and evaluating effectiveness	Admissions/SLT	As required, and at least termly
Maintaining up to date records of all information created in relation to the policy and its implementation as required by the UK GDPR	Admissions/SLT	As required, and at least termly
Seeking input from interested groups (such as pupils, staff, parents) to consider improvements to the School's processes under the policy	Head	As required, and at least annually
Formal review	Proprietor	As required, and at least every two years

## **8 Equality, Diversity and Disability**

- 8.1 All candidates for admission will be treated equally, irrespective of their or their parents' race, sexual orientation, religion or belief, pregnancy or maternity, sex, gender reassignment or any disability. Candidates will also be treated equally in respect of their parents' age, sex or marital or civil partnership status.
- 8.2 The School is inclusive and welcomes applicants with disabilities and special educational needs. The School currently has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.
- 8.3 Parents of a child who has any disability or special educational needs should provide the School with full details on registration. The School needs to be aware of any particular requirements which may affect a child's ability to participate in the admissions procedure and to take full advantage of the education provided at the School.
- 8.4 The School shall determine the reasonable adjustments that are required for the applicant based on the information provided, in accordance with the School's obligations under equality legislation. The School will consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the child and that the School can cater adequately for the child should an offer of a place be made.
- 8.5 In instances where provision is above the remit of the school's resources for example Occupational Therapy or Speech and Language, in order for the child to access the full curriculum, parents would be advised that an additional cost may ensue or support should be sought outside school.
- 8.6 The School serves a diverse community, and some pupils have English as an additional language. Pupils who are at an early stage of learning English as an additional language (i.e. those who join the School with little or no English) or who are at a more advanced stage of learning English but still below the level of competence expected within their age group, will require additional support from an EAL specialist. This extra provision is not included in the school fees.
- 8.7 Pupils in Years 1 to 6 must aim to achieve a reasonable degree of fluency in English in order to cope with the academic and social demands of the School.

## **9 Procedures**

- 9.1 Prospective parents should contact the School via email [admissions@yateleymanor.com](mailto:admissions@yateleymanor.com) via telephone on 01252 405500 or via an enquiry form (from our admissions system Digistorm funnel) on our website.
- 9.2 A prospectus is available to parents as a digital version on our website. This contains information about the School, photographs and further contact details.
- 9.3 To register as an applicant for a place, parents are required to complete a registration form which is sent to them via our admissions system (Digistorm funnel) and pay the applicable registration fee. Pupils may be registered for entry at any time after their birth. As part of the registration process, we will request copies of your child's passport, birth certificate, and immigration status (if applicable).

- 9.4 Prospective pupils and their parents are encouraged to attend one of the School's open mornings or arrange a tour of the School. Parents should contact the Registrar to make an appointment to see the Headteacher, the Head of EYFS or Nursery Manager as appropriate, in order to discuss their application. No child is admitted until personal contact has been made.
- 9.5 **Entry points:** The following procedures apply at each of the main points of entry (September) and also to candidates for occasional vacancies in any other year group.
- 9.6 Children can enter the Nursery from 2 years old. From January 2025 this will change to the lower age of 9 months. The usual points of entry for the Preparatory Department are 4 years of age for Reception and at 7 years of age for Year 3. For the Senior School, usual points of entry are at 11+ for Year 7, 13+ for Year 9. Occasionally, we may also have places at other ages. Please contact the Registrar for details
- 9.7 **Admissions procedure:** The School's admission procedure has two elements:
- 9.8 Yateley Manor School is a non-selective school. However, we do conduct an assessment process to ensure that we are able to support the needs of each child and to place the child in the appropriate sets within their year group.
- 9.9 Parents are expected to share any special educational needs reports, including where a pupil is in receipt of an EHCP, so that the school can determine the suitability of placement and provision.
- 9.10 Yateley Manor School is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The school has strong traditions in sport, music, drama, art, science and community activities. There are many extracurricular activities, all of which are important in developing a well-balanced, confident individual.
- 9.11 No specific preparation for the assessment is needed. All candidates are assessed on an equal footing with identical opportunities to display their academic aptitude.
- 9.12 Assessment for Reception is based on observing informal play in small groups. Pupils in Key Stage 1 (Y1-2) will have in class observations from their teachers instead of sitting assessments
- 9.13 Students entering Year 7 who are existing Yateley Manor pupils do not need to sit the assessments as their abilities and progress is assessed through their work by the subject and Class Teachers.
- 9.13.1 Pupils who are new to Yateley Manor for Year 7 will be assessed in English, maths and take part in an interview scenario with the Assistant Head of the Upper School. This is to assess enthusiasm and engagement with learning and to offer every student the chance to showcase their potential.
- 9.14 Pupils who are entering into Year 7 and above, are welcome to apply for Scholarships. Please refer to the Scholarship Information Booklet on the school website.
- 9.15 We will offer places to candidates from our waiting list after the closing date for acceptances.
- 9.16 To be considered for admission to Yateley Manor School, prospective pupils must first apply and pay a non-refundable fee of £120.00.

9.16.1 A tour and interview with the Head; and

9.16.2 A complete a successful Taster day.

- (a) An assessment for any child seeking a place in Year 3 and above as part of the admissions procedure to ascertain that the school has the appropriate resources to effectively meet the individual needs of the pupil.

#### 9.17 **Interview**

In all cases there will 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.

9.18 **Registration Day** The pupil will be invited to spend a second day with their prospective Form Group to (informally) assess 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.

9.18.1 In the case of a child presenting with additional learning needs, the School may request additional registration days

#### 9.19 **Settling days**

9.19.1 For Nursery applications, children will be invited to a number of 'settling sessions' prior to their entry in order that they might be familiar with the environment and their classmates before they start.

### 10 **Admissions Criteria**

10.1 The admissions criteria are:

10.1.1 successful Taster Day/s;

10.1.2 verifying the child's immigration status and nationality if applicable, including assessing whether the child requires sponsorship from the school to secure a visa for studying in the UK;

10.1.3 commitment to the School's ethos as described in the School's aims; and

10.1.4 ability to meet the needs of the child.

10.2 We reserve the right to restrict the offer of places to children who we feel can benefit from the broad and varied curriculum offered and make a positive contribution to the School community.

10.3 All candidates must have the legal right to live and study in the UK.

10.4 **Oversubscription for entry at age 4:** If the School has more applicants than places available, we offer places in the following order of priority: (1) Children of staff within the Inspired Learning Group; (2) Siblings of current or former pupils, and; (3) all other pupils in strict order of registration. Please note that admission is not automatic, and the candidate must meet the admissions criteria.

10.5 It is assumed that pupils will automatically progress through the School, subject to them meeting the required standards of behaviour and progress.

## **11 Bursaries**

- 11.1 Bursaries are available and are means tested. Please contact the School or the School's parent company, Inspired Learning Group, for further information.

## **12 Sponsored Students**

- 12.1 Families who require our sponsorship for their visa to enter the UK, will need to pay a £950 legal fee to our legal advisers. Families opting to pay the full year's fees in advance (3 terms) will have the £950 visa application legal fee associated with the Child Student Visa application absorbed by Inspired Learning Group. It's important to note that this arrangement excludes students who receive a scholarship or bursary from the school.

## **13 Training**

- 13.1 The School ensures that guidance and training is arranged for those who are responsible for maintaining the Admission Register.
- 13.2 The level and frequency of training depends on role of the individual member of staff.

## **14 Record Keeping and Confidentiality**

- 14.1 All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.
- 14.2 A confidential admissions record will be kept for each candidate.
- 14.3 The School will provide specific pupil information on request to the Secretary of State, or the local authority who may wish to examine and take extracts of registers for schools in their area.

### **14.4 Admission Register**

In accordance with the requirements of the Education (Pupil Registration) (England) Regulations 2024 for pupils admitted to the School, the School will:

- 14.4.1 maintain an admission register (sometimes referred to as the school roll); and
- 14.4.2 inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points
- 14.4.3 enter the names of all pupils (both compulsory and non-compulsory school age) on the admission register, as well as other required contents set out in Chapter 7 of the guidance;
- 14.4.4 keep the admission register electronically, backed up at least monthly. A printout should be done at least termly, and kept securely by the School;
- 14.4.5 preserve every entry for six years;
- 14.4.6 only delete a pupil's name from the admission register for a reason set out in the guidance.
- 14.5 The records created in accordance with this policy may contain personal data. The School has a number of privacy notices which explain how the School will use personal data about pupils and parents. The privacy notices are published on the School's website. In addition,

staff must ensure that they follow the School's data protection policies and procedures when handling personal data created in connection with this policy. This includes the School's Data Protection Policy and Information Security Policy.

## **15 Version Control**

Date of adoption of this policy	September 2024
Date of last review of this policy	September 2024
Date for next review of this policy	Spring 2026
Policy owner (School)	Head