



Minerva Education

Inspiring Learning

ADMISSIONS POLICY

1 Aims

- 1.1 This policy is aimed at parents of prospective pupils at the School and sets out the School's admissions requirements.
- 1.2 The aim of the policy is to identify and admit children who will benefit from an academic education and who will contribute to and benefit from the ethos and activities of our School community.

2 Equal treatment

- 2.1 We welcome children from many different ethnic and racial 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.
- 2.2 We expect all of our pupils to attend our church services and school assemblies which are fundamental to our Christian ethos. However, parents may withdraw their children from collective worship provided prior notification is given to the School.

2.3 Disability and Special Educational Needs

- 2.3.1 The School currently has limited facilities for the disabled. However the School will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 and Special Educational Needs and Disability Act 2001, in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.
- 2.3.2 The School needs to be aware of any known disability or special educational need which may affect a child's ability to participate in the admissions procedure and take full advantage of the education provided at the School. Parents of a child who has any disability or special educational needs should provide the School with full details prior to the admissions procedure, at registration, or subsequently before accepting the offer of a place.

- 2.3.3 The School needs this information so that, in the case of any child with particular needs, the School can assess those needs and consult with parents about whether adjustments can reasonably be made to ensure that the application procedure is accessible for the child and whether the School can cater adequately for the pupil should an offer of a place be made.
- 2.3.4 The School will do all that is reasonable to ensure that the information and application procedure is accessible for disabled candidates and will make such reasonable adjustments as necessary. For example, the School may be able to provide an assessment paper in large font for a visually impaired pupil. Similarly, if special education needs or a disability become apparent after admission, the School will consult with parents about whether reasonable adjustments can be made in order to allow the child to continue at the School.

3 Procedures

3.1 If a prospective parent would like to register their child, they must complete the School's registration form and return this together with the required registration fee. Receipt of the registration form will be acknowledged and details of the next steps provided.

3.2 The School's admissions procedures and criteria are set out in the Appendix to this policy.

3.3 Disclosures

3.3.1 Parents must as soon as possible disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities, special educational need or learning difficulties.

3.3.2 We recognise that a candidate's performance may be affected by particular circumstances, for example:

- (a) if he / she is unwell when taking tests or has had a lengthy absence from his / her school;
- (b) if there are particular family circumstances such as a recent bereavement;
- (c) if there is a relevant educational history, for example education outside the British system;
- (d) if the candidate has a disability or learning difficulties;
- (e) if English is not the candidate's first language.

3.3.3 In any of these cases, we 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 we consider necessary to make a fair assessment.

- 3.4 **Age of child:** Very occasionally, we 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.
- 3.5 **Oversubscription:** The School is oversubscribed. If we need 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:
- 3.5.1 a child who already has a brother / sister in the school or whose parent is a former pupil here;
- 3.5.2 a child with a particular skill, talent or aptitude.

Authorised by	Minerva Education Board Meeting
Date	7 th September 2015

Effective date of the policy	1 September 2015
-------------------------------------	------------------

Appendix 1 Admissions procedures

See our SEN policy for more details on entrance procedure and support for pupils with Special Educational Needs.

1 Entry points: The main points of entry at the school are Baby Unicorns Nursery age 1-3, Unicorn Nursery age 3&4, Reception class age 4, Year 3 age 7 and Year 7 age 11. These procedures apply to candidates for these points of entry and also to candidates for occasional vacancies in any other year group.

2 Wherever possible the school will strive for an equitable mix of children based on gender and ability split. Children with siblings (or children of existing staff) in the main school will be given priority. Students will usually be admitted after a satisfactory initial visit, supported by school report, INCAS assessment (years 1-6), other written assessment (years 7-11), receipt of an application form and registration fee.

3 Any assessment used will enable the school to check that the student is within the range of the current class and does not have significant additional needs that we may not be able to cater for.

Waiting list: We operate a waiting list if the School is full. Children will be asked to come for an initial visit when a place becomes vacant.

Open days: Open Days are held in October and February.

Character reference: Where appropriate, the Head of the candidate's current school will be asked to provide a written reference as to the candidate's academic ability, attitude and behaviour, involvement in the School community, talents and interests, and any other special circumstances such as special education needs, or a disability.