

# COGNITA



## **Admissions Policy**

### **September 2018**

### 1.0 Policy statement

1.1 We welcome applications for admission from pupils of all backgrounds. This policy applies to all pupils, including those in our Early Years Foundation Stage. We admit pupils with an additional educational need and/or disability provided both parents and school conclude that we can provide appropriately for the child's specific needs. Entry to our school is at 3 years old, children must turn 3 before 1<sup>st</sup> September of their admission year. Admission into all other year groups is only possible if a place becomes available.

### 2.0 Enquiries

2.1 All enquiries and applications should be made to the Admissions Manager/Registrar.

### 3.0 Visits

3.1 Prospective parents are encouraged to visit to see the school in action and to meet the Head. Viewing days are held during term time from mid September through to mid May, dates and times are posted on the school website. Viewing days are only available to those parents eligible to register their child for the upcoming ballot in May, places on the viewing days are limited and may only be reserved by phone.

3.2 Prospective parents of older children are invited to make an appointment for a personal tour should a place in the appropriate year group become available.

### 4.0 Registration

4.1 Following a visit, parents wishing to register their child should complete and return a registration form and arrange payment of the £150 registration fee - Bank of Scotland, Sort Code: 12-01-03, Account No: 06103260. The registration fee covers the cost of administering the registration procedure, including the waiting lists and is non-refundable. Registration is an indication of interest and is not a guarantee of a place.

4.2 The school will respond by email confirming that the registration form and fee has been received and the child's name has been placed on the admission ballot list for the relevant year. It is the parents responsibility to ensure both the registration form and the fee has been received by the school, entry into the ballot is only guaranteed once you receive email confirmation from the Registrar.

### 5.0 Admission to Nursery

5.1 Children are welcomed into the Nursery in the September following their 3<sup>rd</sup> Birthday, no formal assessment of children is undertaken. Entry is phased over the first three days of the Autumn term, part time places are not available and deferral is not permitted.

### 6.0 Taster days

6.1 We offer a 'come and play' taster half day in the June preceding the September start date as an opportunity for children to familiarise themselves with their new environment, classmates and teachers. Parents will be asked about their child's general development and any identified special educational needs, in some rare cases we may find that a child's development is below expectation or that they will not flourish in the environment we offer.

### 7.0 Transition from Nursery to Reception

7.1 Transition from Nursery (age 3-4) to Reception (age 4-5) is automatic.

### 8.0 Transition through year groups

8.1 It is anticipated that all pupils will transition through the school and reap the rewards of the education on offer. Should this prove not to be the case, parents will be informed of any concerns at the earliest opportunity and at the latest before the end of the Spring Term if there appears to be

any reason why the pupil may be refused a place in the subsequent year groups. In rare cases it may be that a pupil's progress or behaviour means that transfer to the next stage of the school is not deemed appropriate.

### **9.0 Admission to other year groups**

9.1 Children joining the school will be invited to an informal assessment day prior to a place being offered. Places are not automatic, in some rare cases a place will not be offered if we judge that a child's development is below expectation or that they will not flourish in the environment we offer.

9.2 Overseas students may be required to undertake a language proficiency assessment before a place is offered. This includes a written assessment and may also include an interview in person or via electronic media.

### **10.0 Allocation of places**

10.1 Nursery places are allocated by a ballot which is drawn by the Headmistress, the School Registrar and the Assistant Director of Education. All ballot entries are allocated a place on the admission list.

10.2 We offer 26 places. Registered siblings automatically receive a place dependent on their brother or sister attending the School on the date of the ballot. Therefore it is only for the remaining places that the ballot is drawn.

### **11.0 Offer**

11.1 The parents of each successful applicant are notified by 1<sup>st</sup> class post within 24 hours of the ballot and invited to attend an Open Morning.

11.2 On receipt of an offer letter, your child's place is held pending receipt of the £4,000 Acceptance Deposit which must be paid by the date stated. Your child's place is not secure until the deposit is received. Should your child not start with us for any reason whatsoever, your Acceptance Deposit will be forfeited. Deferrals are not permitted.

11.3 The Acceptance Deposit is made to secure your child's place. This is held by us until your child leaves the school, at which point the deposit is refunded against the final term's fees, providing that one term's notice has been given.

11.4 Sibling offers are dependant on the current sibling attending the School at time of admission, should the current sibling leave prior to this date the offer will be withdrawn and the acceptance deposit refunded.

### **12.0 Waiting list**

12.1 Unsuccessful applicants will receive a letter asking if they wish their child to remain on the waiting list. The school cannot guarantee when a place may become available.

12.2 The parents are responsible for keeping the contact details held by the school up to date. Should a place become available the school will contact the parents by email, if the school does not receive a reply to the email within 24 hours or receives a delivery failure notification the application will be removed from the waiting list.

### **13.0 Appeal**

13.1 There is no appeal process for admission to the school. The decision of the Headteacher is final.

### **14.0 False information**

14.1 Where the school has made an offer of a place on the basis of a fraudulent or intentionally misleading application, which has effectively denied a place to a child with a stronger claim, the offer of a place will be withdrawn.

### **15.0 Overseas pupils/Pupils with English as an additional language**

15.1 We welcome pupils from a wide variety of cultural backgrounds, including overseas pupils and those with English as an additional language (EAL). Children entering the School must have an appropriate working knowledge of English and parents must be committed to supporting further English study at their cost, if necessary.

15.2 Overseas students are required to have a guardian who is resident in the UK and who can act on behalf of the parents, if required.

### **16.0 Equality**

16.1 The school pays due regard to the Equality Act 2010 and reasonable adjustments are made for pupils with special educational needs and/or disabilities

16.2 Subject to our entry requirements being met, we welcome pupils with special educational needs or physical disabilities. We advise parents of children with special educational needs and/or physical disabilities to discuss their child's requirements with the school before registering for a place. This will enable the school to determine whether the school can make reasonable adjustments to ensure that the child can flourish as a learner. Where necessary, parents will be asked to provide a copy of an Educational Psychologist's report or a medical report and the school may need to discuss provision with external agencies. The cost of such reports is the responsibility of the parent. Where specific provision is required, parents may be asked to pay an additional charge to meet these needs (staffing and/or resources). In some cases, the school may receive funding from the local authority to provide additional support.

### **17.0 Admissions Register**

17.1 The school maintains an Admissions Register in line with regulatory requirements. See Admission, Attendance and Children Missing from Education Policy for further detail of statutory requirements.

<b>Ownership and consultation</b>	
Document sponsor (role)	Director of Education
Document author (name)	Simon Camby
Consultation – Oct 2016 (Original policy)	The following schools were consulted Cumnor Boys School, Colchester High School, Clifton Lodge Prep School, Duncombe Prep School, Kings School, Kingscourt School, Meoncross School, and North Bridge House Senior School.
Consultation – May 2017 (Review)	The following schools were consulted as part of review: Akeley Junior, Kingscourt, Southbank Westminster, Meoncross, Downsends Ashtead Pre-Prep, Clifton Lodge Prep School. Representative of Education Team – Robin Davies, ADE.

<b>Audience</b>	
Audience	Parents of pupils at Cognita schools School staff

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Spain	No

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