

ADMISSIONS POLICY

1. PURPOSE

The purpose of this policy is for OSG UK Swaffham Campus (hereafter 'the Campus') to:

1. ensure a warm and supportive welcome for new arrivals
2. establish on-going working relationships with parents and carers
3. ensure that parents and prospective parents are aware of the Campus rules, regulations and Student Code of Conduct prior to admission

2. SCOPE

This Policy applies to all staff, Trustees, students, parents, prospective parents and carers.

3. DEFINITIONS

For the purposes of this Policy, the following definitions apply.

Admissions Register	The Roll Register of all students at the school. It includes the date of admission and the name and address of the school that the students last attended. If a student leaves, then details of the school that they go to must be recorded.
Child	For the purpose of this policy, this means all students at the Campus
LSCo	Learning Support Coordinator
SENDCo	Special Education Needs & Disabilities Coordinator
SIMS	School Information Management System

4. POLICY STATEMENT

4.1 INTRODUCTION

4.1.1. The Campus is committed to maintaining the highest standards of child safeguarding in accordance with all relevant legislation and guidance. As a Campus we recognise that protecting children is a golden thread to all we do, and that safeguarding is at the heart of the school. Those using this policy must recognise their responsibility and the wider implications of safeguarding in the promotion, prevention and protection of children within the context of this document.

4.1.2. The Campus/Trust positively supports individuals with learning development needs and ensures that no student is prevented from accessing a broad and balanced curriculum. Staff will work collaboratively with colleagues from learning development services and other organisations, in order to ensure that students have a positive and progressive educational experience.

4.2. POLICY PRINCIPLES

- 4.2.1. Students will be admitted at the age of 7 (Primary) or 11 (Secondary) without reference to general ability or aptitude subject to an approved application.
- 4.2.2. The Trustees of this Campus have adopted the principle of inclusion. Although there may be some children whose needs, we are unable to meet, we wish to include as many children as possible.
- 4.2.3. Parents of students with any type of disability and/or special educational need are encouraged to contact the Campus Administrator well in advance of their child's anticipated entry to the Campus, in order to discuss their child's individual needs. This is so that, with parental permission, an assessment can be arranged with the LSCo/SENDCo and the needs of the child can be fully identified. The LSCo will attend training courses to ensure the Campus provides appropriate support to all students as appropriate.
- 4.2.4. A copy of the Admissions Policy will be made available upon request via the main office.

5. PROCEDURES

A deadline for applications for admission in September 2019 will be 30th April 2019.

5.1. INTRODUCTORY STAGE

5.1.1. The following steps are implemented prior to the admission of a student:

- Parents / carers make an enquiry to the Campus for a place.
- Prospective parents / carers are provided with a copy of the Admissions Policy and Enrolment Application Form.
- The Campus collects information relating to the student including any special requirements and two emergency contact numbers on the Enrolment Application Form.
- It is the responsibility of the prospective parent to return the Enrolment Application Form completed by the deadline.
- The Campus will then liaise with the family and an interview will be arranged for the applicant and parent.

5.2. MEETING WITH PARENTS

5.2.1. The parents / carers meet the Lead CA, Head Teacher and other members of staff

5.2.2. Student information is recorded, including details of educational background, medical, SEN information and any other information that the parents feel appropriate to share will be provided.

5.2.3. The family is provided with the Parent Student Handbook which sets out information on issues such as attendance, time keeping, homework etc.

5.2.4. The parents and carers are informed of term dates and start dates for the new intake.

5.2.5. Once a place is confirmed, further information about what the parents can expect from the Campus and what, in turn, the Campus expects from parents is provided. See Associated Documents below.

5.3. PREPARATION FOR NEW STUDENT ADMISSION

5.3.1. The information on the Enrolment Form will be entered onto SIMS along with information from the students previous Campus (if applicable).

5.3.2. New student information will be provided to the class teachers and other relevant staff.

5.3.3. The name of the student must be included in the Admission Register from the beginning of the first day on which the school has agreed, or has been notified, that the student will attend school. For most students, this will be the first day of the school year.

5.3.4. Teachers will make the necessary preparations for the new student to start. If it is an individual student rather than a class, this could also include arranging a 'buddy support'.

5.4. SUPPORT FOR PARENTS

5.4.1. Consideration will be given to the families of new arrivals and if appropriate additional support can be provided. The Campus may consider settling-in sessions for new arrivals; these are short, informal opportunities for parents to meet and chat.

5.5. THE ADMISSIONS REGISTER

5.5.1. All new admissions will be recorded in the Admissions Register which must contain the following information for each student:

- name in full
- gender
- name and address of every person known to the proprietor to be a parent of the student (and an indication of which parent the child normally lives with and which parents hold parental responsibility as defined by Section 3 Children Act 1989) Note that parents holding parental responsibility, even if not actually caring for the child, have a right to receive relevant information from the school in respect of any pertinent matter affecting the child, unless a court order indicates otherwise
- where a parent notifies the Campus that the child will live at another address, in addition or instead, the new address, the full name of the parent with whom the child will normally live in future and the date from which it is expected the child will normally live there, where it is reasonably practicable for the school to ascertain this information
- at least two emergency contact telephone numbers
- day, month and year of birth
- day, month and year of admission or re-admission to the Campus
- name and address of the school last attended, if any
- the name of the destination Campus by a parent and the first date of attendance, where it is reasonably practicable for the Campus to ascertain this information.

5.6. DELETIONS FROM THE ADMISSIONS REGISTER

5.6.1. Deletions from the Admissions Register are regulated and the lawful grounds for removing a student are set out in Children Missing Education 2016.

5.6.2. The Campus must inform their local authority (where the Campus is based) when a student's name is going to be deleted from the register for one of the following reasons:

- The student has been taken out of school to be home-educated
- The family has moved away
- The child has been certified as medically unfit to attend
- The child is in custody for more than four months

- 5.6.3. The Campus must also notify the local authority when they remove or add a student's name to the admissions register at non-standard transitions, i.e. where a compulsory school-aged child leaves a school before completing the school's final year or joins a school after the beginning of the school's first year. Schools are also under a duty to provide information to the local authority for standard transitions if requested.
- 5.6.4. The Campus' right under the regulations to delete a student for non-return within 10 school days after authorised leave of 10 school days or more, or after 20 school days unauthorised absence (in both cases, in the absence of illness or other unavoidable cause), does not arise until the school and local authority have jointly made reasonable enquiries as to the child's whereabouts and failed.
- 5.6.5. The Campus has the right to remove a student will, in addition, be subject to the terms and conditions of their own Terms and Conditions of Enrolment.
- 5.6.6. The Campus must notify the local authority when a child fails to attend school regularly or is absent without leave for more than 10 school days (continuous).

6. GUIDELINES

- SCIS Guidelines 2013 Applications for Admissions
- Education (Independent Schools Standards) (England) Regulations 2014 / The Children (Scotland) Act 1995
- The Equality Act 2010
- Keeping Children Safe in Education (September 2018)

• ASSOCIATED DOCUMENTS

- Enrolment Application Form for Primary & Secondary use
- Learning Support (SEND) Policy
- Equality of Opportunity Policy
- Safeguarding & Child Protection Policy
- Parent Student Handbook
- Campus Prospectus
- Behaviour Management Policy (*includes Student Code of Conduct*)
- Complaints Policy

• ATTACHMENTS

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Policy Details

Effective Date:	March 2019	Review Date:	March 2020
Approval Authority:	Board of Trustees	Expiry Date:	TBC
Policy Author:	Ted Picton	Enquiries Contact:	support@focus-school.com
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Version Control

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