



## **ADMISSIONS POLICY**

### INTRODUCTION AND PRINCIPLES

Deciding on the right school for your child is very important, and we believe that a personal visit before you make any decision is invaluable. We hold a number of open mornings throughout the year, which give a general introduction to the School and for post-Reception entry we are able to accommodate private visits. Open Morning dates are published on our website and places can be booked using the online form. Please contact the School's Registrar on 020 8965 7374 if you wish to discuss a visit.

This policy sets out the principles we adopt in admitting children to the School. In all cases for admission, the Directors of The New Model School Company (NMS) and/or the Head Teacher, retain the right to determine, at their sole discretion, whether or not to accept a pupil for admission or for re-enrolment.

This policy applies to all potential pupils, including those within the Early Years Foundation Stage (EYFS).

### THE ENTRY PROCEDURE

The usual point of entry is Reception. The School does not seek an academically selective intake at this stage. The School may additionally have occasional places at other ages and here different procedures apply. Please contact the registrar for details.

### BASIS OF ADMISSION – INTO RECEPTION

To be considered for admittance, all children must be registered with the NMS Central Office. This must be done by those with parental responsibility for the child, using the school registration form and including a payment for the administration of the registration. Subject to our policy of giving first priority to siblings, (see below), offers for admission to the School are solely based on the date when a child was registered, with the earliest registered child receiving the first offer, and any subsequent offers being made in accordance with the date of registration.

### ACCEPTING A PLACE – RECEPTION

To accept a Reception place at the School, the deposit payment must be made and the Acceptance Form, signed by all those with parental responsibility for the child must be returned to confirm agreement with the terms of the parent contract.

### PREPARING FOR TRANSITION TO SCHOOL – RECEPTION

Children who are accepted into Reception at the School are invited to two Stay and Play sessions which take place in the spring and summer terms before they join. It is important that children and those with parental responsibility attend these events as they help to ensure that children are settled and ready to begin in Reception. If children cannot attend, the registrar will be in touch to discuss an alternative meeting with the Head.

The School expects children to be "Reception-ready" in September and this is considered to mean that on admission a child is toilet-trained and be able to communicate their basic needs. The School retains the right to withdraw the offer of a place if it becomes apparent that a child is not ready to start their Reception year at the School.

Sometimes, there may be changes to the information previously provided to the registrar, regarding the family situation or child. This includes information about a child's health, development, allergies and learning needs which may change between an offer of a place being made and starting at the School. The School requires those with parental responsibility for the child to be pro-active in updating the registrar/School as to any significant changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the School. However, the School may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so those with parental responsibility are urged to be forthcoming in their communications about any material change to their child's circumstances.

### BASIS OF ADMISSION – YEAR 1 AND LATER CLASSES

Admission to the School post-Reception is welcomed if there is space in the required year of entry. To determine that the School is right for the potential pupil, and the potential pupil for the School, the registrar will firstly organise a meeting with the Head teacher for one or more of those with parental responsibility for the child.

Following this a "taster session" (assessment visit) to the School will be arranged for the transferee.

### THE ASSESSMENT – YEAR 1 AND LATER CLASSES

There are no entrance exams and the School does not seek an academically selected intake for Reception entry. However, for admission to entry in year groups after Reception, testing will be used to provide information to assist in an assessment of a prospective pupil's skill level and in-class behaviour. This will be carried out during a "taster session" at the school in the interests of the potential pupil and the rest of the class.

The School will require reports from the child's previous school and will also request permission from those with parental responsibility for the child to consult with, and obtain other documents as required from the child's previous school. Any specific SEND will be considered at this point.

If both parties agree that the School is the right school for the potential pupil and if informal assessments carried out during the "taster" visit show that the potential pupil would adapt to the School and be able to access the curriculum in the class of entry, an offer of a place can be made.

### SIBLINGS

Applicants for admission to Reception classes who have a sibling at the School will be given priority over other applicants.

Applicants for a vacancy in subsequent classes with a sibling at the School will also be given priority on any admission.

### EQUAL TREATMENT

The School encourages applications from candidates with diverse backgrounds as this enriches the School community and is vital in preparing pupils for today's world. The School is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background.

### SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

The School does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, or those in need of additional support. However, both the School and those with parental responsibility for the child need to know that the School can provide the support that a child requires, cater for any expected additional needs identified and that the School site can physically accommodate the child. We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

We are not a specialist Special Educational Needs and Disabilities school; however, we will always consider our duty under the Equality Act 2010 and we therefore require those with parental responsibility for a child with special educational needs, a disability or who needs additional support, to inform the registrar at the application stage or as soon as the need becomes apparent. This is in order to discuss the child's requirements and ensure that the School can make an assessment to see whether any reasonable adjustments needed for their child can be accommodated. The School also needs to ensure that the child will be able to access the education offered and that the School is able to ensure their health and safety, and the health and safety of others.

Dependent on the nature of the special need, disability or support requirement, parents must provide a copy of reports from outside agencies consulted, shedding light on the condition, in order for a fair and reasonable assessment to be made by the School.

The School will consider thoroughly with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if they become a pupil at the School, to ensure that the prospective pupil is not put at a substantial disadvantage compared to a pupil who is not disadvantaged because of a disability.

There may be exceptional circumstances in which the school concludes that it cannot provide adequately for the needs of the child and in this case the School will not be able to offer a place. For example, if, despite reasonable adjustments, it is felt that a prospective pupil is not going to be able to access the education offered, or that their health and safety or those of other pupils or staff may be put at risk. We refer prospective parents to the School's **Special Educational Needs and Disability Policy**, which is available on the website.

### OVERSEAS APPLICANTS

We welcome overseas pupils to join the School, provided that the child has the legal right to enter and study in the UK and those with parental responsibility for the child also have the legal right to enter and live in the UK. Passports and Visas as applicable will be requested at the point of registration. Parents of overseas pupils should appreciate that we do not run admissions on a short-term basis.

### FLUENCY IN ENGLISH

In order to cope with the academic and social demands of the School, pupils must be fluent English speakers. Those with parental responsibility are asked to provide details on languages spoken at home at the point of registration. For post-Reception entry this means that normally pupils should have been educated in an English-speaking school. Tuition in English as an Additional Language (EAL) at the School can be arranged at an additional cost.

### RELIGIOUS BELIEFS

The School welcomes applications from prospective pupils of all faiths and of no faith.

### SCHOOL'S TERMS & CONDITIONS

Those with parental responsibility for an accepted pupil must sign a contract committing to the NMS codes of conduct and ethos. As a condition of entry into the School, those with parental responsibility for a child are required to complete all the forms and provide all the information necessary for admission. The forms include: admission form, medical form, local area visits consent form, consent regarding images and permission to administer basic first aid.

Lucas Motion  
Head Teacher  
September 2023

Review approved by Deborah Livsey CEO  
New Model School Company Limited  
September 2023

Next review date: August 2024