



Admissions and exclusions policy		Associated Policies
Last reviewed	January 2020	Safeguarding and Child Protection Policy
Next review	January 2023	Parents Terms and Conditions
Gov. sub-committee	Education Committee	Supervision Policy
Owner	Headmaster	Bursary Policy
		Data Protection

Covid 19 caveat: On our return to full time education in September 2020, the Governors and Senior Leadership team, under Government guidance to reduce the potential transmission of the virus, reviewed the policy and have decided that the changes to admissions must follow Government guidance as a minimum but would always try to work on best practice. As such, there will be no unnecessary visitors allowed on site, parents drop off will move to the car park rather than the usual playground and opportunities for students/volunteers would be rescinded. These arrangements will remain in place until such time as the guidance indicates otherwise or the School reviews the policy again. Once the sanctions are lifted and the policy reviewed, this caveat will be removed.

Chris Bouckley Headmaster, 16/12/2020.

Richmond House School is a non-academically selective day school, for children in compulsory education, from Reception to year 6. Children may enter the Nursery School the term in which they turn 3, ("Rising 3"). Richmond House School is committed to making admission decisions in a fair, transparent and consistent way. This policy outlines how the school makes offers for places, and its provision of support for those with Special Educational Needs and Disability (SEND) and English as an Additional Language (EAL).

Richmond House School has a two form entry, with the capacity of 18 in each class from Reception to Year 6. Nursery has places for up to 40 children in any one session, depending on their age of entry.

Admission Procedures.

Our Admission Procedures has six stages;

- a) **Initial Enquiry and sending out of a prospectus.** Enquiries for admissions for any age group are sent to the school Registrar. Following an enquiry, a prospectus will be sent out and a visit to the school may be arranged.
- b) **Visit to the school.** Parents will be given the opportunity to meet with the Headmaster, have a tour round the school and speak with class teachers.
- c) **Registration.** Following a visit to the school parents may then fill in the registration form and fee of £25. Registration confirms interest in a place at the school and the school will keep parents informed of any key dates. The registration forms will be kept in chronological order (determined by the date of receipt of the form and fee), however the school may amend the order in exceptional circumstances, such as siblings currently in school.

- d) Informal assessment/ taster day.** Following registration, for children entering Nursery or Reception, the child will be invited to an informal assessment/taster day, the purpose of which is to identify whether the child will fit into the school in terms of social interaction and development. Children will spend approximately half an hour with the Head of EYFS and /or the reception class teachers. We have assessments throughout the year depending on when applications are received.

For children in years 1-6, where places are available, a child will be invited to spend a morning, afternoon or full day in the school with their current year group. During this day, they will be informally assessed to identify any learning and social needs.

- e) Additional considerations.** If it is felt necessary, a further assessment will take place, involving the school's SENDCo worker. The school will also take account of a range of information when deciding to make an offer, including feedback from the day's visit, previous school reports and any other information it deems relevant in establishing whether the school is able to provide the best environment for the child to achieve their full potential. Parents and prospective parents must inform the school as soon as possible of any particular known or suspected circumstances relating to their child's health, allergies, disabilities, learning needs or any factors that might influence the health and safety of their child or others. Failure to disclose relevant information may result in the termination of the contract directly.

The School will also consider its duty of care to staff and other pupils when deciding to make an offer. This is to ensure a safe community of respect, dignity and courtesy for all and the school has the right not to proceed with an application if it is the school's opinion that this community could in some way be jeopardised by offering a place. The final decision is at the discretion of the Headmaster.

- f) Offer and acceptance.** Following this, and with consultation with the Headmaster, offers of places will be made if the Headmaster judges that Richmond House School is able to offer an appropriate education to the child. Terms and conditions and an acceptance form will be sent to parents. These must be read and signed to show agreement. Receipt of the acceptance form and fee will secure the place.

Offers of formal places are made as soon as possible following the assessment/taster days. Offers will be given if we judge that Richmond House School is able to offer an appropriate education to the child. Places are offered on a first come first served basis, with priority given to siblings. Priority of places will be given to those already in Nursery and parents not wishing to move from Nursery to Reception will need to follow the procedures outlined below on removing the child from the school. Progression from Nursery to Reception, whilst usually the norm, is not guaranteed and the school has the right to not offer a place in Reception depending on the needs and behaviour of the child.

Where the number of children eligible for admissions exceeds the number of places available, a reserve list will be drawn up in order of registration and for Nursery, the number and availability of sessions applied for. As places become available they will be offered at the discretion of the Headmaster but will follow the general admissions criteria.

Pupils who leave school and subsequently wish to be re-admitted at a later stage will be given a place subject to availability and the same admissions procedure as new pupils.

If an application is found to be fraudulent or information is withheld which is deemed to be relevant when assessing a child for admission, the school reserves the right to make the application void and withdraw any offer made.

Bursaries

A limited number of means-tested bursaries are available which offer financial assistance to those for whom the payment of full fees would not be possible and for whom the inability to pay would prevent the child from attending the school. (See separate Bursary Policy).

Special Educational Needs and Disability

Richmond House School recognises its obligations under the current legislation and will do all that is reasonable to comply with its legal and moral responsibilities. The admissions policy acknowledges that although we are not an academically selective school, pupils are selected based on whether those children are able to benefit from the education offered at Richmond House School.

The school needs to be made aware of any known disability or Special Educational Needs or current paediatrician assessments that may influence a child's ability to thrive at the school. Prospective parents of pupils with Special Educational Needs and or a disability (SEND), including those with an Education, Health and Care Plan, should indicate this on the registration form. The SENDCo may contact the parents to gather additional information and will be involved in the informal assessment. Parents may be required to agree to an additional support package as part of their offer of a place at the school.

If any special education needs or a disability become apparent after admission, the school will consult with parents about any reasonable adjustments which can be made to allow the child to continue at the school. Parents may be required to agree to an additional SEND support package if deemed necessary.

English as an Additional Language (EAL)

Richmond House School welcomes children for whom English is an additional language, provided they can access the curriculum within our current levels of provision. Additional support can be arranged with parents to assist the child's learning. Parents may be required to agree to an additional support package as part of their offer of a place at the school.

The school reserves the right not to admit pupils whose needs it cannot meet after reasonable adjustments have been considered.

Appeals

Any parent wishing to appeal a decision not to admit their child to Richmond House School should in the first instance raise the matter with the school Registrar, Mrs Jane Hawley.

The Registrar will respond in writing within 5 working days, explaining the reason(s) for the decision.

Previous school reports and examination scores will remain confidential to the school.

If a parent feels the admissions policy has not been followed, they must write to the Headmaster within 5 working days detailing the reasons for their appeal.

The Headmaster will review the case and respond within 5 working days.

If a Headmaster upholds the decision not to offer a place, the parent may appeal against this decision in writing to the Chair of Governors, identifying how the admissions policy has not been followed. The Chair of Governors will form a panel of three members of the Governing body, (not the Chair). The panel will invite the parents, the Headmaster and another member of staff involved in the admissions procedures to a meeting. Parents will be asked if they would like to share any paper beforehand and may bring a companion with them. The case for the decision will be given by the Headmaster. The parents may question this decision and put the case forward for their appeal. The Headmaster will be invited to question the parents. Both will be able to sum up their case. The members of the panel may ask any questions and notes will be taken by the clerk to the Governors. After the hearing, the panel will make their decision and will notify the parents within 7 working days of the meeting.

The decision of the appeals committee is a final one.

ADMISSION

Admission Registers

Pupils will be entered on the admission register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed date, we will undertake reasonable enquiries to establish the child's whereabouts. These enquiries will be recorded.

For each pupil, the admissions register is held on the school Management Information System and includes

- name in full
- date of birth
- sex/gender
- name and address of every parent
- an indication of which house the child normally resides on (if more than one) and who has parental responsibility. (Note: Any parent with parental responsibility has a right to receive relevant information from the school in respect of any pertinent matter relating to the child, unless the school receives a copy of a court order to do otherwise)
- any change of address and date of change of address will be updated
- at least one contact number on which each parent can be contacted in an emergency and an additional contact number. There must be a minimum of two emergency contact numbers.
- day, month and year of admission or re-admission into the school
- name and address of previous school if applicable
- name of destination school notified by a parent and the first date of attendance

Notification for deletions to the admissions register will be given to Leeds Local Education authority (and the relevant Local Authority if the child is outside of the Leeds Area) for any of the grounds listed in Regulation 8 of the Education (Pupil Registration) Regulations 2008: in brief, when a child has been taken out of school to be home educated, when the family has moved away, when the child has been certified as medically unfit to attend school, or when the child has been permanently excluded or in custody for more than 4 months. We will also notify the local authority if a child leaves or joins the school midway through a year (within 5 days of them leaving/joining).

We will give the following detail to the Local Education Authority:

- the full name of the pupil;
- the full name and address of any parent with whom the pupil lives;
- at least one telephone number of any parent with whom the pupil lives;
- the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
- the name of pupil's other or future school and the pupil's start date or expected start date there, if applicable; and
- the ground prescribed in regulation 8 under which the pupil's name is to be deleted from the admission register.

We will also notify the Local Authority of any failure to attend school regularly or any absence without the school's authorisation for more than 10 consecutive days.

The school will not remove a child from the admissions register until the school and the Local Authority have jointly made reasonable enquiries as to the pupil's whereabouts and failed.

We follow the Terms and Conditions of when the school reserves the right to remove a child from the school:
Exclusions, Withdrawal, Removal and Expulsion of a Child.

- 1. Exclusion for non-payment – the school reserves the right to exclude a child or withhold any references while fees remain unpaid or there is a persistent failure for fees to be paid on the due date.**
- 2. Withdrawal from the school. A full term’s notice must be received by the Head in writing before a child is withdrawn from the school or a full term’s fees in lieu of notice will be due and payable as a debt.**
- 3. The cancellation of an accepted place can cause the school a loss and is deemed as a breach of contract. A full term’s notice is also required for a cancellation of an accepted place or a term’s fees in lieu of notice will be due and payable as a debt.**
- 4. Removal from the school. The Headmaster has the right to ask parents to remove a child from the school if, in the opinion of the Headmaster, removal of the child is in the best interests of either the school or the child. This may be due to the child’s or parents behaviour, or if the school is not able to best meet the educational needs of the child. Parents may ask for a Governor’s review of a decision to expel or require the removal of a child from the school.**



Signed (Headmaster):



Signed (Chair of Governors):