

Admissions and exclusions policy		Associated Policies
<b>Last reviewed</b>	January 2026	Safeguarding and Child Protection Policy
<b>Next review</b>	<b>January 2029</b>	Parent Contract
<b>Gov. sub-committee</b>	Education Committee	Supervision Policy
<b>Owner</b>	Headteacher	Bursary Policy
		Equal Opportunities for Pupils Policy
		Data Protection Procedure
		Records Retention Procedure

Richmond House School is an independent co-educational day school, for pupils from Nursery (aged 2 and above) to year 6. 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).

### ADMISSION PROCEDURES

Richmond House School is not academically-selective. The Admissions procedure is designed to identify pupils who are able to benefit from the balanced and well-rounded education and to make a positive contribution towards the life of the School. There are six stages:

- a) **Enquiry** Enquiries for admissions for any age group are sent to the school Registrar. Following an enquiry, a visit to the school may be arranged.
- b) **Visit to the school.** Parents will be given the opportunity to meet with the Headteacher, 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 pay a 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) **Getting to Know You Informal assessment.** Following registration, for children entering Nursery, Pre-School or Reception, the child will be invited to a Getting to Know You session, 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 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. Parents will be asked to provide copies of recent school reports from their child's current school in advance of the Getting to Know You session.

- e) **Additional considerations.** If it is felt necessary, a further assessment will take place, involving the school's SENDCo. 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 Headteacher.

- f) Offer and acceptance.** Following this, and in consultation with the Headteacher, offers of places will be made if the Headteacher 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 by both parents 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 Getting to Know You session. Offers will be given if it is judged 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 School and parents not wishing to move from Pre-School to Reception will need to follow the procedures outlined below on removing the child from the school. Progression from Pre-School 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 and Pre-School, the number and availability of sessions applied for. As places become available they will be offered at the discretion of the Headteacher 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.

### **Equal Treatment**

Richmond House School's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. The School is mindful of obligations under the Equality Act 2010 during the Admissions process. Generous bursaries are offered in order to make it possible for as many as possible who meet the School's admission criteria to attend the School. The School's provision for bursaries is described below. Richmond House School is committed to equal treatment for all, regardless of a pupil's gender, race, ethnicity, religion, disability, sexual orientation or social background. Further information is included in the School's Equal Opportunities for Pupils Policy.

### **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. Further information is contained in the Bursary Policy.

### **Special Educational Needs and Disability**

Richmond House School does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, provided the School can offer any support that they require and cater for any additional needs, and that the School site can accommodate them. The School aims to ensure that all pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

The Admissions Policy acknowledges that although not an academically selective school, pupils are admitted 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 (suspected and diagnosed) Special Educational Needs, disability, allergies 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.

There may be exceptional circumstances in which the School is not able to offer a place for reasons relating to a child's special educational needs and/or disability. For example, if, despite reasonable adjustments (in the case of disability), the Headteacher feels that a prospective pupil is not going to be able to meaningfully access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, or where the School cannot reasonably accommodate the adjustments required or reasonably provide the nature or level of the support required.

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 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.

### **Religious Beliefs**

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

### **Siblings**

Most siblings join Richmond House School and siblings may be given priority if spaces are limited. However, admission is not automatic and there may be occasions where the School judges that a sibling is likely to thrive better in a different academic environment.

### **Terms and Conditions ("Parent Contract")**

The terms upon which the School educates each pupil are set out in the School's Parent Contract, the latest of which are on the School's website and will be made available to parents as part of the admissions process.

### **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. 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 Headteacher within 5 working days detailing the reasons for their appeal. The Headteacher will review the case and respond within 5 working days. If the Headteacher 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 Headteacher and another member of staff involved in the admissions procedures to a meeting. Parents will be asked if they would like to share any papers beforehand and may bring a companion with them. The case for the decision will be given by the Headteacher. The parents may question this decision and put the case forward for their appeal. The Headteacher 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, reasonable enquiries will be undertaken 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 address the child normally resides in (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 lives outside of the Leeds Area) for any of the grounds listed in The School Attendance (Pupil Registration) (England) Regulations 2024: 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 is in custody for more than 4 months. The School 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).

The School 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 the pupil's other or future school and the pupil's start date or expected start date there, if applicable; and
- the grounds under which the pupil's name is to be deleted from the admission register.

The School 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.

The Terms and Conditions of the parent contract will be followed when the school reserves the right to remove a child from the school (Exclusions, Withdrawal and Removal of a Pupil):

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 Headteacher 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 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 Headteacher has the right to ask parents to remove (by exclusion or required withdrawal) a pupil from the school if, in the opinion of the Headteacher, removal of the child is in the best interests of either the School or the pupil. This may be due to the pupil's or parent's behaviour, or if the School is not able to best meet the educational needs of the pupil. Parents may ask for a Governor's review of a decision to exclude or require the withdrawal of a pupil from the school.



Signed (Headteacher):



Signed (Chair of Governors):