# The Gleddings Preparatory School

# Admissions Policy

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**Person(s) responsible for review and role:**

Head of School: Naomi Edwards

Head of Admissions: Gini Garside

Operations Director: Gini Garside

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## Aim of policy:

The aim of this policy is to set out a fair, transparent and non-discriminatory admissions process through which the school ensures that applications are considered consistently.

The school will have regard to each prospective pupil's age, aptitude and needs, including SEND, English as an additional language, disability and protected characteristics, and will make reasonable adjustments where required so that applicants can access the process and be considered fairly.

The school ensures that admissions are supported by appropriate safeguarding, welfare, suitability and compliance checks, and by leadership oversight that safeguards and promotes the welfare of pupils, actively promotes pupils' wellbeing, and secures ongoing compliance with statutory guidance.

## Admissions:

This policy applies to the whole school including EYFS.

The school must feel confident that it will be able to educate and develop the prospective pupil to the best of his or her potential and in line with the general standards achieved by the pupil's peers, so that there is every chance that the pupil will have a complete, happy and successful career and emerge a confident, well-educated and well-rounded young person with a good prospect of a satisfying life. These criteria must continue to be met throughout the pupil's time at the school. The school's policy is to apply these criteria to all pupils and potential pupils regardless of any disability of which it is aware, subject to its obligation to make reasonable adjustments not to put any disabled pupil or potential pupil at a substantial disadvantage compared with any pupil who is not disadvantaged because of his or her disability.

The school asks parents to provide information concerning any disability or special needs during the admissions process and prior to accepting a place. Providing the school with details of the nature and effect of any disability enables it to consider any reasonable adjustments it may need to make. In assessing any pupil or prospective pupil the school may take such advice and require such assessments as it regards as appropriate. Subject to this, the school will be sensitive to any requests for confidentiality.

In the case of a student with a Statement of Educational Needs the school will first ensure that the appropriate support can be provided through reasonable adjustments and subject to this will ensure that it complies with any conditions expressed within the Statement of Educational Needs and will cooperate with and participate in any specified reviews required as part of the Plan. Parents of disabled children are also offered the opportunity to discuss their child's needs with the Headteacher. Arrangements can be made for

discussions between the class teacher and the parents prior to entry in order to establish clear procedures. Arrangements can be made for discussion with the school prior to entry in order to ensure that the school has the correct medical supplies and any training.

## Admissions Process:

The Gleddings School uses the following process for the admission of pupils:

- Initial parent and pupil interview with the Operations Director - This is the opportunity to visit, discuss the applicant's interests and offer the opportunity for both parents and the child to ask any initial questions. At this stage you will likely also meet the Headteacher in addition to the SENDCo where additional needs are identified.
- Previous school reports reviewed by the Headteacher – This is a part of informing if the applicant can access our curriculum at an age expected level and that their conduct adheres to our standards.
- Taster sessions
- Academic and behavioural assessment by all staff
- Assessment reports reviewed by the Headteacher/Head of Prep

## Scholarships and Bursaries:

All Bursaries are means-tested by a third-party, for more information please contact the admissions team.