

RIDDLESWORTH HALL

ADMISSIONS POLICY (INCORPORATING PROVISION FOR PUPILS WITH STATEMENTS AND EFL)

(Published in the School Welcome Booklet and distributed to all parents)

Riddlesworth Hall accepts girls and boys aged 2 – 13 years and offers day, weekly and full boarding. Substantial bursaries are offered to Service personnel. There are approximately 250 children, 40 of whom are boarders.

Whilst broadly offering a Christian ethos, the School has no discrimination in regard of gender, disability, race, religion, cultural background, linguistic background, sexual orientation or academic or sporting ability.

Riddlesworth Hall does not have a set point of entry. Many families move into the area throughout the year and the School is flexible in its approach to admission dates. The School operates one class for each age-group with a maximum of 20 children in each. The School has an Early Years Department for children aged 2 to 5 years and a Pre-Prep Department for children 5 to 7 years. Children from aged 7 to 13 years attend the Prep School. Children are prepared for entry into their senior schools at either 11+ or 13+ and most children sit Common Entrance examinations at these times. Children also leave Riddlesworth Hall to attend local state schools at age 13.

The School is registered by the Government to accept the Early Years' Grant and this is offered to the parents of all children in the 5 terms following their third birthday.

Riddlesworth Hall is non-selective and welcomes children of all abilities, providing we believe that they will benefit from what we can offer. The School has a specialist learning support centre which is CReSTeD registered and staffed by well-qualified professionals and experienced Learning Support Assistants.

The School accepts Statemented children and has close links to Norfolk Social Services who have referred children on the 'Pathfinder' scheme in the past. We have a small number of children with autism and Asperger's Syndrome, all of whom are able to access the curriculum with the necessary support.

All children in the Pre-Prep Department and the Prep School wear School uniform for both academic and sporting activities. This is compulsory and parents are able to purchase the uniform through either the second-hand uniform shop (on site) or from the School outfitters, Coes in Ipswich.

Whilst most children start at the School at the beginning of the academic year, the School recognises that many parents move into the area at other times and therefore offer year-round entry.

The criteria for admission is as follows:

- 1) New parents frequently hear about the School through 'word of mouth' but there is also limited advertising in local newspapers and in Service publications.
- 2) Parents contact the School to request a prospectus. This includes information about the School, a copy of the Admissions Policy, a recent Newsletter, current School Calendar and recent OFSTED / ISI reports.
- 3) Parents contact the School to arrange an informal visit. The School also holds open Days and Taster Weeks. Children of Nursery age are not required to attend at this time. During the visit, parents and children will have the opportunity of visiting all areas of the School and talking at length to the Headmaster and his wife.
- 4) If the Headmaster (and any other staff involved) believes that the child will benefit from an education at Riddlesworth Hall, the parents will be given an Initial Registration Form to take away with

them. If they do decide that they would like to accept the place, the form is completed and returned to the School Office which will prompt the start of the registration process. If there is any question as to the child's ability to access the curriculum at the School, specialist reports will be requested together with a copy of the latest current school report and an assessment day will be arranged. During this day, Mrs Anne Moore (SENCO) will spend some time with the child and may run some diagnostic tests. If appropriate, the child will be supported in class by an LSA during the day. The School aims to meet parents at the end of the assessment day and will endeavour to either formally offer a place or, in rare cases, outline to parents fully as to why a place can not be offered and offer some practical alternatives. Places at the School are not offered when both the Headmaster and Learning Support Co-ordinator believe that an education at Riddlesworth Hall would not be in the best interests of the child.

5) Upon offer of a place and receipt of the registration documentation, the School will contact the parents to arrange a suitable entry date. Prior to entry, the School will keep in contact with parents and, in the case of children aged 6 and above, will arrange a Familiarisation Day (and night for boarders).

6) On the first day at School, children are taken to the School Office where they will be met by a 'mentor' who will be in the same class / form / set. The mentor will stay with the new child until they have settled in and will ensure that they are integrated into their peer group. During this time, staff will be extra vigilant at break-times and will ensure that the new child is not left alone at any time.

Overseas Applicants

Riddlesworth Hall welcomes applicants from overseas and has close links to the Regent's School in Thailand who regularly send pupils to the School for a period of 1 – 6 terms. In addition, short-term boarders attend the School for 'total integration' courses of between 2 – 4 weeks. Most short-term student are confident in their use of English language (written and spoken) and the School benefits from the cultural diversity that these students bring. In the case of non-English speaking students, the School has a qualified EFL teacher who is able to teach children on an individual basis until such time that they are able access the curriculum in a general class.

Complaints

We hope that you and your child do not have any complaints about our admissions process. However, a copy of the School's Complaints Procedure can be sent to you upon request.