



## **ADMISSIONS POLICY**

**This policy, which applies to the whole school inclusive of the Early Years Foundation Stage, is in support of the health and safety policy and the individual health and safety assessments. This policy is publicly available on the school's website. On request a copy may be obtained from the school's office**

### **1. Introduction**

Our Head applies the regulations on admissions fairly and equally to all those who wish to attend this school.

### **2. Aims and objectives**

- We seek to be an inclusive school, welcoming children from all backgrounds and abilities. No child is refused entry on the grounds of race, ethnicity, gender, religion or sexual orientation.
- All applications will be treated on merit, and in a sensitive manner.

### **3. How parents and guardians can apply for their child to be admitted to our school;**

Riddlesworth Hall School is a co-educational school with a Christian Ethos. Places are offered on a first come, first served basis, although priority is given to siblings of children already in the school.

Children are admitted to the school from the age of two years.

#### **Admissions Procedure**

Following on from your initial enquiry, we invite you to register in order to confirm your interest. At the same time we invite parents to come and visit Riddlesworth Hall. An appointment is easily made by contacting the School Administrator and will give you the chance to meet staff, tour the school and see us in action. This visit will also provide the opportunity to discuss your family's particular needs.

Should you wish to continue with the application a registration fee of £100 is required. An entry test in English and Maths will be sat for entry into Year 3 and above.

On accepting a place, a deposit of £500 must be paid. If the place is subsequently taken up, this sum is retained and deducted from the final end-of-term account. If the place is not taken up, the money is forfeited.

All fees are payable in advance. After formal acceptance for a place by the school, an invoice for the fees for the first term will be sent out and the invoice will be due by the first day of the term. Fees in respect of each subsequent term, together with any extras are due not later than the first day of each term.

A full term's notice, in writing to the Head, on or before the first day of term, to take effect at the end of that term, is required before a pupil is withdrawn from the school. A term's fees may be paid in lieu of notice.

We also have an Assessment Procedure applicable for pupils in Year 3 or above, seeking to join the School on a scholarship. These are available in Academic, Sport and Music and take the form of an interview, written references and an assessment appropriate to the age of the child.

### **Information required by our school**

- Name, home address and date of birth of each child
- Starting date
- Name, address, telephone numbers and emails of parents or guardians
- Emergency telephone numbers of parents or guardians
- Special Diets
- Arrangements for collection of all children if different to parent or guardian collection.
- Name, and telephone number of the child's doctor
- Details of Medical Conditions, Illness and treatment of
- Details of any allergies
- Parental consent on emergency procedures

Parents or guardians will also be asked to provide the school with confirmation of the date of birth of a child along with any further information which they feel will enable us to take that best possible care of their children.

#### **4. Sizes of classes**

We teach children (aged two to thirteen) in classes that have a maximum number of 18 children.

#### **5. Special Educational Needs and Disabilities (SEND)**

Where a child who has an Education, Health and Care (EHC) Plan joins the Riddlesworth Hall School, we will always consult with parents and, where appropriate, the Local Authority to ensure that the required curriculum is provided for as set out in the Statement, including the full National Curriculum if this is specified. We will also co-operate with the Local Authority to ensure that relevant reviews, including the annual review, are carried out as required by regulation and best practice. The school will make reasonable adjustments to meet the needs of children with a statement of special educational needs. Any additional services that are needed to meet the requirements of the Statement or additional services such as dyslexic tuition will be subject to charge. This will be either directly to the parents, or the Local Authority if they are responsible for the fees. Riddlesworth Hall School is named in the Education, Health and Care (EHC) Plan. Our school has a policy and procedures for children with *Special Educational Needs and Disabilities* (SEND).

#### **6. English as an Additional Language (EAL)**

We do not regard pupils as having a 'learning difficulty' solely because the 'language or medium of communication of the home is different from the language in which he or she is or will be taught' (Education Act 1996, Section 312(1), (2) and (3)). However, pupils for whom English is an additional language (EAL) will be provided with appropriate support. They will be assessed to gauge the support that may be needed in order to ensure equal access to the curriculum along with all other aspects of life at Riddlesworth Hall School. Our school has a policy for pupils requiring *English as an Additional Language* (EAL). Our school will make provision for children who have English as an additional language, (EAL) in the assessment procedure. If an offer is subsequently made and the child takes up his or her place, the school will make provision for appropriate support.

#### **7. Early Years Funding**

As part of the registration process, parents/carers will be required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the free entitlements. A copy will not be retained, but may be requested again at a later date.

Early Education is offered within the national parameters –

- no session to be longer than 10 hours
- no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
- not before 6.00am or after 8.00pm
- a maximum of two sites in a single day

We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes.

We will work with parents to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for parents' working hours.

#### **8. Monitoring and review**

- This policy will be subject to continuous monitoring, refinement and audit by the Head.
- The Head will undertake a formal review of this policy for the purpose of monitoring the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed: Mr J Forster

January 2023

Review: January 2024

#### **Contact address for the Head**

The Head of the school is Mr J Forster whose address for correspondence during both term-times and holidays is Riddlesworth Hall School, Garboldisham, Diss, Norfolk. IP22 2TA and whose telephone number is 01953 681246. The email address is [j.forster@riddlesworthhall.co.uk](mailto:j.forster@riddlesworthhall.co.uk) and the website is: [www.riddlesworth-hall.com](http://www.riddlesworth-hall.com)

#### **Legal Status:**

- Complies with Part 6, paragraph 32 (3)(a) of the Education (Independent School Standards) (England) (Regulations 2014 in force 5<sup>th</sup> January 2015).
- Part 3 of the Children and Families Act 2014 and the *SEN Disability Code of Practice, 0-25 years 2014 (SEND Code 2015)*