



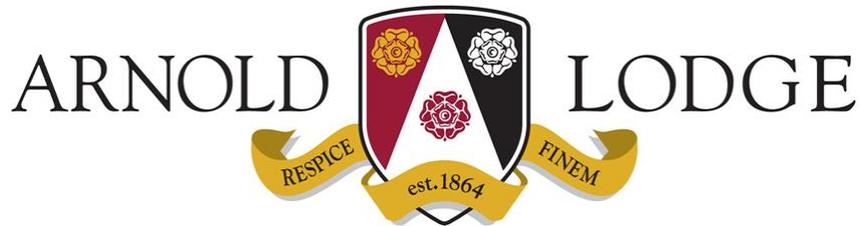
# Admissions Policy

September 2014

Approved by the Directors: September 2014

Review annually.

Next review date August 2015



## **Admissions Policy**

### **1. Introduction**

Arnold Lodge is an independent co-educational school for children between the ages of 3 and 18.

Arnold Lodge School is an inclusive school that welcomes children from all backgrounds and abilities, irrespective of religious or ethnic background. It is the School's wish to provide a place for every child who applies for admission, subject to Paragraph 2 below. Where classes are full, the School will operate a waiting list as per the information in Paragraph 2 below.

### **2. Criteria for Admission**

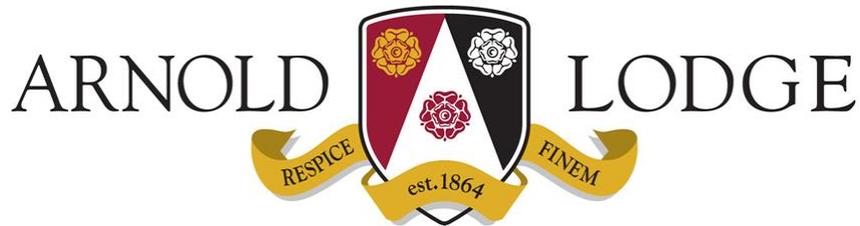
All families of children to be admitted to the school need to be fully supportive of the ethos of the school. Priority will be given to pupils who are already attending Little Lodge Nursery and/or those who have siblings already enrolled at the school.

The Head teacher considers whether the school can fully meet the learning needs of the child, including within the context of the class/year group into which the child will be joining. We also consider the needs of the children already on roll and whether their education could be adversely affected by meeting the needs of the newly admitted child. The Head teacher will consider all relevant information and consult with other key personnel involved in the admissions process most notably the Head of Lower School and pupil welfare and the SENCo where applicable.

Children are accepted at any time during any term if space is available and they have met the necessary criteria for admission.

All prospective children visit for a 'taster day' or days. The main aim of such visits is to ensure that the child has an enjoyable time whilst becoming familiar with some of the faces and places they will meet when joining the School. It is also intended to inform the School about the child and whether the School can meet their educational needs and therefore ascertain the school's suitability for the pupil. Arnold Lodge is not academically selective and academic ability is not formally assessed during a taster day or at any time during the recruitment process, although prior attainment records from previous schools will be required if available. Arnold Lodge is proud to be a fully inclusive educational establishment which does not discriminate on the grounds of academic attainment in the admissions procedure.

Children attending Little Lodge Nursery receive priority admission into the Reception class. A cut-off date will apply each year by which time the relevant admission forms and a deposit must be received. After the cut-off date, places will be made available to any enquirer.



Parents are required to inform the school, on the registration form and at interview, of any circumstances concerning health, educational or family background, or difficulties with learning. This should include if a child has an IEP in place at their current or previous school and where possible a copy of this should be supplied. Where this occurs, the school will discuss with the parent the nature of the child's needs and whether these can be met, seeking expert advice if required. A request to observe a child in their current school may also be made, where this is deemed appropriate parental consent will be sought in advance of approaching the relevant school.

A child's place may be withdrawn, either before or after admission, in the event of false or inaccurate information being supplied during the admissions process.

There are a minimum of two Open mornings held each academic year, in the Autumn and Spring. Please see the website for details or contact the school office on 01926 778050. Parents should note that a visit to the school can be arranged at any time of the year as can the booking of a taster day.

### **3. Details that will be recorded by the school**

The following details will be taken at enquiry and pupil registration:

- Full name
- Preferred name
- Sex
- Name and address of parents
- Indication of where child normally resides (if applicable)
- Day, month and year of birth
- Day, month and year of admission
- Name and address of school last attended (if applicable)
- Sight of birth certificate or passport and visa (if applicable)

November 2014

Review date November 2015