

# COGNITA

## Admissions Policy



## September 2022

### 1 Policy Statement

- 1.1 We welcome applications for admission from pupils of all backgrounds. This policy applies to all pupils, including those in our Early Years Foundation Stage. We admit pupils with an additional educational need and/or disability provided both parents and school conclude that we can provide appropriately for the child's specific needs.

### 2 Purpose

The purpose of this policy is to outline the approach taken to:

- Enquiries and pre-registration events for prospective families;
- Admission assessments;
- Registration;
- Allocation of places;
- Offers.

### 3 Enquiries

- 3.1 All enquiries and applications should be made to the Marketing Manager or our Admissions Registrar. They will ensure that you have all the information you need.

### 4 Visits

- 4.1 Prospective parents are encouraged to visit to see the school in action and to meet the Head. Each term there is an open day which is an opportunity to tour the school on an informal basis. Alternatively you might like to make an appointment for a personal tour. Please contact the school office or admissions registrar to arrange this.

### 5 Registration

- 5.1 Following a visit, parents wishing to register their child should complete a Registration Form and return it with a payment for the registration fee. The registration fee covers the cost of administering the registration procedure, including the waiting lists and is non-refundable. Registration is an indication of interest and is not a guarantee of a place.
- 5.2 The school will respond by confirming that the child's name has been placed on the admission list for the relevant term and year. If the year group is fully subscribed, they will be placed on a waiting list. A place is confirmed once a formal offer has been made by the school and a deposit has been received in return.

### 6 Admission to Nursery

- 6.1 Children are welcomed into the Nursery from the term they turn 3 years old. No formal assessment of children is undertaken, "although parents will be asked about their child's general development and any identified special educational needs prior to a place being offered. Places are not automatic, in some rare cases a place will not be offered if we judge that a child's development is below expectation or that they will not flourish in the environment we offer."

### 7 Taster Days

- 7.1 We offer Taster Days as an opportunity for children to enjoy the environment at Kingscourt. Taster Days are a good chance also for prospective parents to talk to staff about their child's individual personality and needs. For Nursery children, settling in sessions are also part of this induction process.

### **8 Transition from Nursery to Reception**

- 8.1 Transition from Nursery (age 3-4) to Reception (age 4-5) is automatic and assumed on entry to our Nursery. Parents whose children are not transferring into the Reception class must inform the school prior to the end of the Spring term. Children are assessed based on an ongoing observation of their learning and development.

### **9 Transition through Year Groups**

- 9.1 It is anticipated that all pupils will transition through the school and reap the rewards of the education on offer. Should this prove not to be the case, parents will be informed of any concerns at the earliest opportunity and at the latest before the end of the Spring Term if there appears to be any reason why the pupil may be refused a place in the subsequent year groups. In rare cases it may be that a pupil's progress or behaviour means that transfer to the next stage of the school is not deemed appropriate.

### **10 Admission to Other Year Groups**

- 10.1 Children joining the school are invited to join us for a taster day and parents will be asked about their child's general development and any identified special educational needs prior to a place being offered. Reports from their current school will be requested.

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- 10.2 Overseas pupils will be required to provide their last school report and may be asked to undertake a language proficiency assessment before a place is offered. This includes a written assessment and may also include an interview in person or via electronic media.

### **11 Allocation of Places**

- 11.1 In the event that the number of children registered for any year group exceeds the places available, the following procedure will be applied:

We offer places on a first come, first served basis until we have reached our maximum class size or we operate a double entry year group and following successful completion of registration and acceptance forms and taster session.

- 11.2 In the event that the number of children registered for any year group exceeds the places available, the following waiting list procedure will be applied:

- Children with siblings in the school given priority.
- Children of Kingscourt alumnae
- Nursery children requesting full time places over part time places

### **12 Offer**

- 12.1 The parents of each applicant will be informed within two weeks of their application whether a place is available. The school will not be obliged to state its reasons for declining a request for admission.

### **13 Waiting List**

- 13.1 If no place is available, parents may place their child's name on the waiting list for the school. The school cannot guarantee when a place may become available.

### **14 Appeal**

- 14.1 There is no appeal process for admission to the school. The decision of the Headteacher is final.

### 15 False Information

- 15.1 Where the school has made an offer of a place on the basis of a fraudulent or intentionally misleading application, which has effectively denied a place to a child with a stronger claim, the offer of a place will be withdrawn.

### 16 Overseas Pupils/Pupils with English as an Additional Language

- 16.1 We welcome pupils from a wide variety of cultural backgrounds, including overseas pupils and those with English as an additional language (EAL). Children entering the School must have an appropriate working knowledge of English and parents must be committed to supporting further English study at their cost, if necessary.
- 16.2 Overseas pupils are required to have a guardian who is resident in the UK and who can act on behalf of the parents, if required.

### 17 Equality

- 17.1 The school pays due regard to the Equality Act 2010 and reasonable adjustments are made for pupils with special educational needs and/or disabilities.
- 17.2 Subject to our entry requirements being met, we welcome pupils with special educational needs or physical disabilities. We advise parents of children with special educational needs and/or physical disabilities to discuss their child's requirements with the school before registering for a place. This will enable the school to determine whether the school can make reasonable adjustments to ensure that the child can flourish as a learner. Parents or guardians of an applicant who has any disability or special educational needs should provide the **Sendco** with full written details, including a copy of all reports prepared by an educational psychologist or other specialist where available and the school may need to discuss provision with external agencies.
- 17.3 The cost of such reports is the responsibility of the parent. Where specific provision is required, parents may be asked to pay an additional charge to meet these needs (staffing and/or resources). In some cases, the school may receive funding from the local authority to provide additional support.
- 17.4 Any additional information which may be relevant should be provided at least one week before attending a tour, taster morning or other visit to the School. The School needs this information about an applicant with particular needs so that we can be aware of and assess those needs and make sure that, with reasonable adjustment, the School can provide adequately for them throughout the admission process and, if admitted, beyond.

### 18 Admissions Register

- 18.1 The school maintains an Admissions Register in line with regulatory requirements. See Admission, Attendance and Children Missing from Education Policy for further detail of statutory requirements.

## Admissions Policy

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<b>Ownership and consultation</b>	
Document sponsor (role)	European Director of Education
Document author (name)	Simon Camby
Consultation – Oct 2016 (Original policy)	The following schools were consulted: Cumnor Boys School, Colchester High School, Clifton Lodge Prep School, Duncombe Prep School, Kings School, Kingscourt School, Meoncross School, and North Bridge House Senior School.
Consultation – May 2017 (Review)	The following schools were consulted as part of review: Akeley Junior, Kingscourt, Southbank Westminster, Meoncross, Downsend Ashtead Pre-Prep, Clifton Lodge Prep School. Representative of Education Team – Robin Davies, ADE.

<b>Audience</b>	
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