

**Old Vicarage School**  
**ADMISSIONS POLICY AND PROCEDURE**

**Legal Status:**

- Complies with Part 6, paragraph 24 (3)(b) of the Education (Independent School Standards) (England) (Amendment) Regulations 2013.
- Part 3 of the Children and Families Act 2014 and associated regulations including the Special Educational Needs and Disability Regulations 2014, relevant to the Code of Practice and relating to children and young people with special educational needs (SEN) and disabilities.

**Applies to:**

- the whole school including the Early Years Foundation Stage (EYFS), the out of school care and extra-curricular activities inclusive of those outside of the normal school hours;
- all staff (teaching and support staff), the proprietors and volunteers working in the school

**Other relevant documents:**

- Single Equalities
- Special Educational Needs and Disability Act (SENDA)
- Attendance Policy
- Inclusion Policy

**Available from:**

- School Office and website

**Monitoring and Review:**

- This policy will be subject to continuous monitoring, refinement and audit by the Headmaster.
- The proprietor (who is also the Headmaster) 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 three years 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:

Date: August 2017

Matthew Adshead  
Headmaster and Proprietor

Jenny Adshead  
Bursar and Proprietor

## **Admission Policy**

### **Old Vicarage School (OVS)**

All applications for admission to the School require the completion of the Application Form and payment of the Registration Fee (which is non-refundable). The forms are available from the school and should be returned to the School Office. Pupils who have an elder sibling who is or has attended the school will be given priority in the application process. No child is refused entry on the grounds of race, ethnicity, gender, religion or sexual orientation.

### **Assessment Procedure**

The assessment procedure for admission into EYFS, including Reception will consist of a play session and a focus activity for the prospective pupil. The assessment procedure for older pupils seeking to join the School will involve a more formal written assessment in Reading, English and Mathematics. This is to assess their current level of learning in order that we can provide an appropriate educational programme.

Prior to the child's attendance at the school the parents or guardians must complete and sign the:

- *Registration Form*
- *Acceptance/Health Form*
- *Parent-School Contract Standard Terms and Conditions.*

This provides school with the following vital information, and informs the parents of the basic standards of behaviour and the attitude towards teaching and learning that the school expects and requires.

- 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 for younger children or those with special needs that makes collection by an adult essential
- Name, address and telephone number of the child's doctor
- Illness details
- Details of any allergies
- Parental consent on emergency procedures

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

We require confirmation of the date of birth of a child.

The admission procedure for the School is as follows:

- On receiving contact from a person considering placing a child here, record the person's and child's names, child's gender and age, address, telephone numbers, other contact information and proposed date of entry. Arrange a time to visit and/or send out a prospectus pack and other information they request.
- On visiting the School, the visiting adults, should be taken around the school and be given comprehensive information. Key personnel should speak to them.
- The child may be invited to spend a day (or days) in school.
- The parents choose to register their child.
- Before the decision to admit a child is confirmed by the School the parents/guardians are required to complete the "Acceptance Form" and sign the "Parent-School Contract – Standard Terms and Conditions."
- When a child has enrolled, the parents/guardians names should be added to the list to receive information on the school and invitation to events, along with parents already enrolled.
- Those to undertake base-line assessments are to be informed so that these can be done
- A place will be offered based on availability and in accordance with the *Code of Practice for Schools, Disability Discrimination Act 1995 Part 4.*

For more details please see the *Prospectus, website* and the following *Registration form, Acceptance form* and *Parent-School Contract - Standard Terms and Conditions*

The Old Vicarage School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

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

Where a child who has an Education, Health and Care (EHC) Plan joins the Old Vicarage 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 and the Old Vicarage 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)*.

### **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 provided they meet the OVS academic criteria. 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 OVS. 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 (subject to a charge).

### **Contact address for the Headmaster who is also the Proprietor**

The Headmaster and Proprietor of the school is Mr Matthew Adshead whose address for correspondence during both term-times and holidays is the school address: 11 Church Lane, Darley Abbey, DE22 1EW. The telephone number on which the proprietor may be contacted at all times 01332 557 130 and the email address is [office@oldvicarageschool.co.uk](mailto:office@oldvicarageschool.co.uk)