

3.1 ADMISSIONS POLICY

Legal Status:

- Complies with Regulatory Requirements (2010), Part 6, Paragraph 24 (3) (a) as amended 2013.

Applies to:

- the whole school including, out of school care, the breakfast club, the afterschool clubs, the holiday club and all other activities provided by the school, inclusive of those outside of the normal school hours;
- all staff (teaching and support staff), the proprietor and volunteers working in the school.

Other relevant documents:

- Equality and Diversity Policy
- Special Educational Needs and Disability Act (SENDA)
- Attendance Policy
- Inclusion Policy

Availability

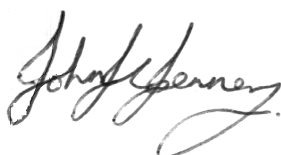
This policy is made available to parents, staff and pupils in the following ways: via the School website, and on request a copy may be obtained from the School Office.

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Principal.
- The Proprietor undertakes an annual review of this policy and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if changes in legislation, regulatory requirements or best practice guidelines so require.

Signed:

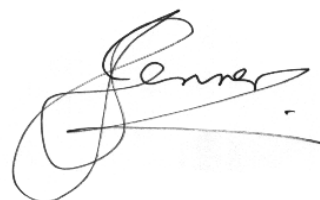
Date: October 16



Mr J. Jenner jr.
Principal



Mr J. Bushrod
Headmaster



Mrs J. Jenner
Proprietor

Admission Policy

Magdalen Court School

All applications for admission to Magdalen Court 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.

At Magdalen Court School we are registered to care for and educate children from the age of five years to eighteen years. To register, a parent completes the Registration Form (which requests details of the child's full name, date of birth, the name and address of every parent); there is a registration fee of £100.00. The child will then be either offered a place, declined a place, or placed on the waiting list for the desired entry date, and a letter to this effect is sent to the parents. No child is refused entry on the grounds of race, ethnicity, gender, religion or sexual orientation.

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

Assessment Procedure

The assessment procedure for pupils seeking to join the school will involve an assessment of the pupil's capabilities, to help us better meet the child's educational needs. We are moving towards a new formal external assessment of pupils when they join the school.

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

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

This provides Magdalen Court 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 and inoculation 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.

The admission procedure for Magdalen Court School is as follows:

- On receiving a contract 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.

- At this point if the child's parents are convinced the school is appropriate for their child they will complete the registration form, which in this case should be sent out with the Prospectus Pack, at this time.
- On visiting the School, the visiting adults, ideally accompanied by the child, should be taken around the school and be given comprehensive information. Key personnel should speak to them.
- At this time if the registration form has not been completed and the parents wish the child to be considered for a place it must be completed at the end of the visit. Information is to be given on uniform shop opening times.
- Reports from previous schools, educational psychologists or other relevant experts are to be requested.
- The child may be invited to spend a day (or days) in school.
- 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.
- A place will be offered based on availability and in accordance with the *Code of Practice for Schools, Disability Discrimination Act 1995 Part 4* and Schedule 10 of the Equality Act 2010

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

Special Educational Needs

Where a child who has a Statement of Special Educational Needs joins the Magdalen Court 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 either the *Statement* or the *Education, Health and Care Plan* (EHCP) 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 Magdalen Court School is named in Part 4 of *The Statement* or the relevant section of the EHCP. Our school has a policy and procedures for children with *Special Educational Needs and Disabilities* (SEND) in line with the *SEN Code of Practice* (July 2014)

English as an Additional Language

Our school will make provision for children who have English as an additional language, (EAL) in the assessment procedure. We do not regard children 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 Magdalen Court School 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 the Magdalen Court School. Our school has a policy and procedures for students requiring *English as an Additional Language* (EAL).

The Proprietor of the school is Mrs J. Jenner whose address for correspondence during both term-times and holidays is **Magdalen Court School, Victoria Park Road, Exeter, EX2 4NU**. The telephone number on which the proprietor may be contacted at all times is **01392-494919** and the email address is Admin@MagdalenCourtSchool.co.uk.