

COGNITA



Applications and Admissions Policy

1 Introduction

- 1.1 Charterhouse Square School is an independent, non-selective, co-educational day school for children aged 3 to 11.
- 1.2 The aims of this policy are:
 - to set out the criteria and procedure for enquiries, pre-registration events, and admissions which are clear, fair and ensure compliance with the Equalities Act 2010; and
 - to ensure that the abilities and aptitudes of applicants joining Charterhouse Square School (**‘the School’**) matches the ethos and standards of the School and may benefit from the opportunities offered at the School, able to make a positive contribution to the life of the School.
- 1.3 References to parents in the policy means a parent or legal guardian (or the parents or legal guardians) of a child or applicant to the School.
- 1.4 This policy is available on the School website and also on request from the School office and can be made available in large print or other accessible format, if required.

2 Equal Treatment

- 2.1 The School welcomes applications for admission from pupils of all backgrounds. This policy applies to all pupils, including those in our Early Years Foundation Stage.
- 2.2 All candidates for admission will be treated equally, irrespective of their, or their parents', sex, race, sexual orientation, religion or belief, pregnancy or maternity, gender reassignment, or any disability or social background. Candidates will also be treated equally in respect of their parents' age, gender or marital or civil partnership status.
- 2.3 If an applicant has any allergies, special educational needs, or a disability, parents or guardians must notify the School.
- 2.4 Parents must let the School know about any particular requirements (including dietary) which may affect a child's ability to participate in a taster/trial session or day in School and/or their ability to participate in any pre-admission assessments so that the School can make appropriate provision for them.
- 2.5 Where necessary, parents will be asked to provide a copy of an Educational Psychologist's report, or a relevant medical report or any Education Health Care Plan (ECH Plan) (draft or otherwise) which may be in place with respect to their child, and the School may need to discuss provision with external agencies. This is so that the School can assess the child's needs, what support is required and consult with parents about the adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to adequately access the education and opportunities offered at the School and that the School is able to ensure their health and safety, and the health and safety of others (including staff and pupils). The cost of such reports will usually be the responsibility of the parent.

Applications and Admissions Policy

- 2.6 Where a prospective pupil is disabled, the School will discuss with parents (and their child's medical adviser's, and/or the Local Authority, where appropriate) the adjustments that can reasonably be made for the child if they become a pupil at the School, to ensure that the prospective pupil is not put at a substantial disadvantage compared to a pupil who is not disadvantaged because of a disability.
- 2.7 There may be exceptional circumstances in which the School is not able to offer a place for reasons relating to a child's disability or special educational needs. For example, if, despite reasonable adjustments, we feel that a prospective pupil is not going to be able to adequately access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, we may not be able to offer a place at the School.
- 2.8 Sometimes, the situation of pupils with disabilities and/or special educational needs changes. The School requires parents to be pro-active and transparent in updating the School as to any relevant changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the School (where a place has been offered). However, the School may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming in their communications with the School about any material change to their child's circumstances.

3 Enquiries

All enquiries and applications should be made to the Admissions Manager. Further information about the School's application process can be found on the School's website.

4 Visits

Prospective parents are encouraged to visit to see the School in action and to meet the Headteacher. Throughout the year there are open days which is an opportunity to tour the school on an informal basis. Details about scheduled open days are published on the School website and enquiries about ad hoc visits to the School should be made to the Admissions Manager.

5 Registration

- 5.1 Following a visit, parents wishing to register their child should complete the online Registration form and pay the registration fee by bank transfer. 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.

6 Taster Days

We offer Taster Days as an opportunity for prospective pupils in Years 2- 6 to experience a typical school day. On this day, the School will make a general assessment of the child's suitability to attend the school. Our assessment criteria is designed to identify a pupil's ability to benefit from the School's well-rounded education, and make a positive contribution towards the life of the School, aligned with the School's ethos and values.

7 Admission to Nursery

Applications and Admissions Policy

- 7.1 Children are welcomed into the Nursery from the September after they turn 3. No formal assessment of children is undertaken.

Although parents will be asked about their child's general development and any identified special educational needs or disabilities prior to a place being offered. This is so that the Nursery can properly cater for the child's needs.

Nursery places are allocated by a Ballot which is drawn by a random number generator. We offer 52 places. The school has a sibling policy. Sibling offers are dependent on the current sibling attending the school at the time of admission and not the time of the Ballot. Should the current sibling leave prior to the start date the offer will be withdrawn and the acceptance deposit refunded. It is the parent's responsibility to register any siblings.

The parents of each successful applicant are notified within 24 hours of the Ballot. On receipt of an offer, your child's place is held pending receipt of the £6,000 Acceptance Deposit which must be paid by the date stated. Your child's place is not secure until the deposit is received. Should your child not start with us for any reason whatsoever, your Acceptance Deposit will be forfeited. Deferrals are not permitted.

The Acceptance Deposit is made to secure your child's place. This is held by us until your child leaves the school, at which point the deposit is refunded providing that one term's notice has been given.

Unsuccessful applicants will be contacted asking if they wish their child to remain on the waiting list. The school cannot guarantee when a place may become available. The parents are responsible for keeping the contact details held by the school up to date. Should a place become available the school will contact the parents by email, if the school does not receive a reply to the email within 24 hours or receives a delivery failure notification the application will be removed from the waiting list.

Progression from Nursery to Reception is not automatic, in some rare cases, a place will not be offered, for example if we judge that a child's development is below expectation such that they will not flourish in the environment we offer, or because Reception is not able to meet the needs of the child.

8 Admission to Other Year Groups

- 8.1 The requirement of the prospective pupils to provide information about any allergies, special educational needs or disabilities as detailed above under "Equal Treatment" will apply in the same way when a pupil is applying to enter another year group (i.e. outside the usual formal entry routes).

9 Allocation of Places, Offers and Waiting List

- 9.1 A place is only available once a formal offer has been made by the School and the required deposit has been received by the School in return.
- 9.2 In the event that the number of children registered for any year group exceeds the places available, a criteria will be applied in a specific order. These could include:
- Siblings in the School
 - Ballot

Applications and Admissions Policy

- 9.3 The parents of children applying for occasional places will be informed within 48 hours of their application whether a place is available. The School will not be obliged to state its reasons for declining a request for admission.
- 9.4 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.
- 9.5 The School reserves the right to withdraw an offer of place in circumstances when the School becomes aware that material information provided as part of the child's application is intentionally false or misleading.

10 Appeal

There is no right to appeal a decision not to admit a pupil to the School. The decision of the Headteacher is final. The School's complaints procedure is not available for prospective parents or in respect of prospective pupils.

11 Overseas Applicants

We welcome overseas pupils provided that they have the legal right to enter and study in the UK and, where parents are resident outside the UK, have an education guardian who has legal authority to act on behalf of the parents. More details are contained in the School's Parent Contract.

12 Fluency in English

- 12.1 In order to cope with the academic and social demands of the School pupils must have an appropriate working knowledge of English. Normally pupils should have been educated in the English medium for at least 3 years & be competent in both written and spoken English before coming to the School.
- 12.2 Applicant pupils may be required to undertake a language proficiency assessment before a place is offered. This includes a written assessment and may include an interview, either in person or online.

13 The Parent Contract

The terms upon which the School educates each child are set out in the School's Parent Contract as amended from time to time, which will be made available to parents as part of the admissions process.

14 Admissions Register and Record Keeping

- 14.1 The School maintains an Admissions Register in line with regulatory requirements.
- 14.2 Applicants' details will be held on file with due regard to data protection legislation, the School's Privacy Notice and Data Retention Policy. The School will not hold the personal data of your child or you for longer than is necessary for a lawful purpose.
- 14.3 For each pupil, the Admissions Register must contain:
- Name in full;
 - Gender;

Applications and Admissions Policy

- Name and address of every person known to the proprietor to be a parent of the pupil (and an indication of which parent the pupil normally lives with and which parents hold parental responsibility as defined by Section 3 Children Act 1989)

Note: parents holding parental responsibility, even if not actually caring for the child, have a right to receive relevant information from the School in respect of any pertinent matter affecting the child, unless a court order indicates otherwise. Where a parent notifies the School that a pupil will live at another address, in addition or instead; the new address, the full name of the parent with whom the pupil will normally live with in future and the date from which it is expected the pupil will normally live there, where it is reasonably practicable for the School to ascertain this information;

- Three emergency contact numbers wherever possible;
- Day, month and year of birth;
- Day, month and year of admission or re-admission to the School;
- Name and address of the School last attended, if any; and
- The name of the destination school (or additional school, in the case of dual registration) notified by a parent and the first date of attendance, where it is reasonably practicable for the School to ascertain this information.

14.4 The name of a pupil must be included in the register from the beginning of the first day on which the School has agreed, or has been notified, that the pupil will attend the School. For most pupils the expected first day of attendance is the first day of the School year. If a pupil fails to attend on the agreed or notified date, the School should undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity.

14.5 The School will inform their local authority (where the School is situated) when a pupil's name is going to be deleted from the Admissions Register on certain grounds. In summary, these are:

- When the child has been taken out of school to be home educated;
- When the family has apparently moved away;
- When the child has been certified as medically unfit to attend;
- When the child is in custody for more than four months; and
- When the child has been permanently excluded.

14.6 Schools must notify their 'own' local authority when they add or remove a pupil's name from/to the Admissions Register at non-standard transitions, i.e. where a compulsory school-aged child leaves a school before completing the School's final year or joins a school after the beginning of the School's first year. The lawful grounds for removing a pupil, including the original ones above, and the information to be reported to the local authority, are set out in detail in Children Missing Education (DFE, 2016). Schools are also under a duty to provide information to the local authority for standard transitions if requested.

Applications and Admissions Policy

Version control:

Ownership and consultation	
Document Sponsor	European Director of Education
Document Author / Reviewer	European Director of Education
Consultation & Specialist Advice	Legal
Document application and publication	
England	Yes
Wales	Yes
Spain	Yes
Switzerland	
Italy	
Version control	
Current Review Date	September 2023
Next Review Date	September 2026
Related documentation	
Related documentation	