

# Edward Jenner School

## Admission Policy

	<b>Date</b>	<b>Signed</b>
<b>Date reviewed</b>	Feb 2023	Manda Brookes
<b>Ratified by</b>	Feb 2023	Phil Brookes
<b>Date of next review</b>	Sept 2025	

## **Introduction**

We are committed to ensuring that our admissions process is conducted in a way which is transparent and fair. It is our aim to identify and admit pupils with suitable personal qualities regardless of their academic potential and family circumstances.

All parents should read the Terms and Conditions in the Prospectus before applying.

## **Admission facts**

Children can join Edward Jenner School (EJS) at any point in the school year dependent on space in a year group and the number of recent new starters. New starters are limited to 1/5 of the school population at any one time.

## **The Process**

Stage 1: Parents (Legal Guardians) and their children need to come and see the School for themselves. We hold termly Open Days for prospective families and are also happy to book in visits within a school week, by prior arrangement.

Stage 2: Parents complete a Registration Form but do not sign it, they book a trial at EJS, this is usually 2 days and will normally be followed by a formal offer of a place. On occasions a discussion with parents will follow the trial, explaining why we are not a suitable school for their child. We reserve the right to extend the trial if we are uncertain about a child's suitability to join the school.

Stage 3: Parents are given an Offer Letter, they sign the Registration form and sign and return an Acceptance form along with paying the non-refundable deposit.

The first month's fees and a returnable deposit equal to one month's fees is due before the start of the month the child will enter the school.

## **Suitability for Entry**

Our policy is not to test the children before enrolment.

Our entry procedure is designed to identify potential and our aim is to select children and young people who will contribute to the School and be well suited to the education offered at Edward Jenner School.

Siblings do join us but admission for siblings is not automatic and all children must meet the School's entry requirements in order to be offered a place. There is no preferential treatment for children who already have a brother or sister at the School.

## **Bursaries and scholarships**

Edward Jenner School does not offer bursaries and scholarships: we keep our fees as low as we are able to, fees do not increase year on year in line with a child's age.

## **Equal opportunities**

Edward Jenner School is committed to equal opportunities for all as outlined in our Equal Opportunities policy. We welcome candidates with special educational needs or physical disabilities provided that they meet our entry requirements. The School currently has limited facilities for the disabled. However, the School will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 and the SEN and Disability Code of Practice 2014 (relating to Part 3 of the Children and Families Act 2014), in order to accommodate the needs of a child who has special educational needs and/or disabilities for which, with reasonable adjustments, the School can cater adequately.

The School needs to be made aware of any known disability or special educational need which may affect a child's ability to participate in the admissions procedure. Parents of a child who has any disability or special educational need should provide the School with full details at Stage 2 before the child completes their trial. The School needs this information so that it can assess the needs of an applicant and consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the child and that, should the offer of a place be made, the pupil will be able to play as full a part as possible in school life. This includes being able to be independent and have access to all areas of the curriculum.

This policy should be read in conjunction with our policy on SEND

### **Fluency in English**

We will accept pupils whose first language is not English, but in order to access the curriculum and benefit from the wide range of opportunities offered at the School, pupils need to be able to understand sufficient English to allow them to learn and take part in curriculum activities safely.

### **Residence arrangements**

As there are no boarding facilities at the School, EJS must be satisfied that there are appropriate arrangements in place for the care of the pupil. For this reason all children are required to live with a parent or legal guardian in the local area during term time and at weekends. A parent is any person that is legally responsible for the child and has signed the School's Acceptance form on entry to the School. Parents of overseas applicants must confirm that a parent or legal guardian will be resident in the local area during term time. The School will comply with UK Visas and Immigration requirements for pupils that do not hold a UK passport or who do not have UK right of residence. Further information on visas and immigration is available on the government website

<https://www.gov.uk/government/organisations/uk-visas-and-immigration>

The Head Teacher may refuse admission to the School if in their professional judgment and after discussion with the child's family, the Head Teacher believes there will not be suitable parental guardianship arrangements in place.

### **Dress**

There is a simple and comfortable uniform and parents should be aware that, whilst pupils may make choices about parts of their uniform and footwear that choice may not hinder social interaction or education and not pose any risk to their health or safety, or that of others.

### **Parent contract**

All parents accepting a place at the School for their child are asked to agree to the Terms and Conditions and the Parent section of the Home School Agreement and are required to sign the Acceptance Form.