

# ADMISSIONS POLICY



*This policy should be read in conjunction with the Equal Opportunities and Special Educational Needs Policies*

This policy aims to set out the school's admissions policy for prospective families seeking to join the school and enables parents to access all the relevant information via the school's website on [www.birchfieldschool.co.uk](http://www.birchfieldschool.co.uk).

Birchfield School provides education for children age 4-13 years old for the surrounding area. Excellent transport links make it possible for pupils to come to the school from a wide choice of towns in the area. We help to inspire and develop all children to the highest degree within their capabilities and encourage them within a caring community of children from all cultures, faiths and backgrounds holding in high esteem mutual respect, loyalty and commitment. No child will be denied access to Birchfield School on the grounds of sex, race, religion, ethnicity or social background.

Admission to Birchfield School is non-selective and, subject to a place being available, depends upon a prospective pupil meeting the criteria required to maintain and, if possible, improve the educational and general standards for all its pupils commensurate with the ethos to which the school aspires. In addition to a visit to the school by parents, the pupil will be invited for a taster day at the School with feedback from the day given to the parents at the end of the day. During the taster day, the Learning Enhancement Department will assess the pupil's reading and spelling age and report this back to the parents. Any other information from lessons will also be shared and general observations as to the pupil's strengths, personality and areas for development. While the School does not wish to exclude any prospective pupil on grounds of disability, it is important that the School must feel reasonably sure that it will be able to educate and develop the prospective pupil to the best of their potential and in line with the general standards achieved by the pupil's peers, so that there is every chance that the pupil will have a complete, happy and successful school career and emerge a confident, well-educated and well-rounded young person for a positive and satisfying future. These criteria must continue to be met throughout the pupil's time at Birchfield School.

Birchfield School's policy is to apply these general criteria to all pupils and prospective pupils regardless of any disability of which it is aware, subject to its obligation to make reasonable adjustments not to put any disabled pupil or prospective pupil at a substantial disadvantage compared to any pupil who is not disadvantaged because of their disability. Pupils are usually accepted on the basis of informal observation but may be required to undergo a structured assessment and interview with the Headmistress and other staff. The acceptance or otherwise of any pupil is at the sole discretion of the Headmistress. Taster days where a child joins their potential new form for a timetabled day are encouraged. Feedback is given to the parents either by telephone or in a face-to-face meeting when the family is invited to have a tour of the school, if not already done so on the day.

A reference is sought for all incoming pupils from their current school in relation based upon academic and social skills. The school allocates a pupil to its correct year group in accordance with age and will discuss provision of special educational needs and facilities arrangements with the families on an individual basis.

The School asks parents if there are any serious medical problems or disabilities in respect of a prospective pupil at the time of application to disclose whether their child has a disability, special educational need or medical condition. In assessing any pupil or prospective pupil, the School may take such advice and require such assessments as it regards appropriate. Subject to this, the School will be sensitive to requests for confidentiality.

An offer of a place for a pupil is accepted by completion of the Registration Form and Terms and Conditions form, and the payment of the registration fee of £100-. Birchfield School reserves the right to raise a £500- Commitment Fee in advance of the arrival of a pupil in the school. If raised, it will be offset against the final term's invoice at the end of the pupil's last year at the School as per the Terms and Conditions.

Details of scholarships and bursaries are available and parents should contact the school for more information.