

ADMISSIONS POLICY

Policy area: 3 – Admissions

Date established: February 2015

Date last revised: February 2016

Date of revision: February 2017

This policy will be reviewed in full by the Head of College on a yearly basis, or more frequently if there are changes in policy. This policy was last reviewed and agreed by the Head of College in February 2016. It is due for review in February 2017.

Signed

David Shandley

Head of College

Date: 24 February 2016

Overview

Policy statement

This policy sets out Newland College's requirements for student admissions, some of which are governed by legislation.

Purpose

This policy, and its associated procedure, gives details of how Newland College conducts and documents student admissions.

Applicability

This policy applies to Newland College staff, parents, prospective parents and students.

Statutory guidance

The Education (Pupil Registration) (England) Regulations 2006
The Education (Pupil Registration) (England) (Amendment) Regulations 2011
The Education (Pupil Registration) (England) (Amendment) Regulations 2013
The Education (Pupil Registration) (England) (Amendment) Regulations 2014
Equality Act 2010
Special Educational Needs and Disability Act 2001
The Special Education Needs and Disability Regulations 2014
The School Information (England) Regulations 2008
The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012
The School Admissions (Appeals) (England) Regulations 2012
School Standards and Framework Act 1998
Human Rights Act 1998
The School Admissions Code, DfE (December 2014)

Access

This policy is available on the Newland College website and is available on request from the College office. We also inform parents and guardians about this policy when their children join Newland College, through our newsletters and our website.

The policy is provided to all staff (including temporary staff and volunteers) at induction alongside our Professional Code of Conduct.

Failure to comply

Members of staff who do not follow the requirements of this policy must expect Senior Leadership Team involvement in the situation.

Admissions policy

1 Ethos

- 1.1 Newland College is a co-educational international school, and is a candidate school for the International Baccalaureate Middle Years Programme (MYP).
- 1.2 The College will provide:
 - a sound, stimulating academic education
 - a balanced, wide-ranging extra-curricular programme
 - a caring, supportive environment where each student is known and valued
 - a comprehensible moral framework that is accessible to all students.
- 1.3 The College provides a friendly, nurturing environment where students are able to thrive as individuals and all are equally valued regardless of race, gender, beliefs or disability.
- 1.4 To achieve their full potential, we believe that our students should understand who they are and their place in the world as global citizens.
- 1.5 We believe in:
 - nurturing potential and inspiring passion
 - fostering the habit of curiosity and lifelong love of learning
 - celebrating artistic, scientific and sporting pursuits
 - encouraging truth, respect and empathy
 - having a balance in life within College and away from it
 - understanding that a sense of humour is essential in life.
- 1.6 All members of staff at Newland College strive to be honest, compassionate and understanding at all times.

2 Admission equality

- 2.1 We welcome applications from students from different ethnic and racial backgrounds.
- 2.2 Newland College will not discriminate on the grounds of disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex or sexual orientation against a person in the arrangements and decisions it makes as to who is offered admission as a student.
- 2.3 We acknowledge the **Public Sector Equality Duty** and have due regard to the need to eliminate discrimination, harassment and victimisation, advance equality of opportunity, and foster good relations in relation to persons who share a relevant protected characteristic (disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation) and persons who do not share it.

3 Special educational needs and disability

- 3.1 We will do all that is reasonable to comply with the legal and moral responsibilities under the **Equality Act 2010** and **Special Educational Needs and Disability Act 2001**, in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the College can cater adequately.
- 3.2 For applicants with special educational/behavioural needs and/or disabilities, we ask parents/guardians to discuss their child's requirements with the Registrar at the first opportunity so that we can thoroughly investigate our capacity to support the applicant. During our admission process we will discuss options for reasonable adjustments if the applicant joins our College.
- 3.3 If special educational/behavioural needs or a disability become apparent after admission, the College will consult with parents about reasonable adjustments in order for the student to be supported while at Newland College.

4 Register of admissions

- 4.1 Newland College is required by law to keep a register of admissions that must contain the personal details of every student in the College, along with the date of admission or re-admission to the College, information regarding parents and carers and details of the school last attended. We are also required to keep a record of every amendment made, the reason for the amendment, the date it was made and by whom.
- 4.2 Every entry in the register of admissions must be preserved for a period of three years after the date on which the entry was made.
- 4.3 The register of admissions, and the backed up copy, must always be available during College hours for inspection by Ofsted.

Admissions procedure

1 Overview

- 1.1 We aim to ensure that the admissions process is as straightforward as possible so that new students and their families experience a smooth transition.
- 1.2 Our application process comprises five stages:
 - Completion of the application form
 - Invitation to interview and admissions tests (plus disability assessment, if applicable)
 - Free taster day
 - Outcome letter

- 1.3 Details of each stage are available on our website.
- 1.4 We admit 28 students in Year 7 and 28 students in Year 9 each year (two classes of 14 students per class per year). The College will accordingly admit up to 28 students in Year 7 and up to 28 students in Year 9 each September if sufficient applications are received. Students may be permitted to join the College at other times in the academic year at the discretion of the Head of College.
- 1.5 If the College is oversubscribed, we use the date that the initial completed application information has been received **in full** and logged at Newland College, on a 'first come, first served' basis.
- 1.6 We prioritise places for applicants with at least one other sibling still attending Newland College. We include the following in our definition of 'sibling': step siblings, foster siblings, adopted siblings and other children living permanently at the same address.
- 1.7 We also prioritise children of staff where the member of staff has been employed at the College for two or more years at the time at which the application for admission to the College is made.
- 1.8 If a tie-breaker situation arises between applications that are received in full on the same day and cannot otherwise be separated, applicants' outcomes for interviews and scores for admissions tests will be used to resolve the tie-break.

2 Special educational needs and disability

- 2.1 The College is open to applications from any prospective student with a physical and/or mental impairment. All applications will be judged fairly and the College will consider any reasonable adjustments that may need to be made to cater for a student's disabilities. The College considers each case on an individual basis.
- 2.2 Applicants' parents are asked to write to the Registrar setting out the nature and extent of any disability, and whether or not they wish the College to take any disability into account during the admissions process. Parents may be invited to a meeting in advance of the admissions tests and may also be requested to give copies of any assessments or relevant medical reports to the appropriate College member of staff. The College will be sensitive to requests for confidentiality.
- 2.3 Newland College is happy to consider any student with sufficient aptitude for a place at the College and no group is excluded *per se*. However, parents may wish to be aware of certain factors before deciding whether Newland College will be suitable for their child.
- 2.4 ***Sport and physical education and activities***
Sport and physical education are a significant part of the programme at Newland College. However, there is no requirement for any student to take part in any or all such activities, if, by reason of disability, parents do not wish them to or they are advised not to. The College will endeavour to provide appropriate alternatives (e.g. swimming instead of rugby), but cannot guarantee such provision. If extra staff are required to supervise

such provision, a charge will be made. Alternatively, parents may (with the Director of Education's permission) wish to take their child out of College during designated games sessions, for example, to attend physiotherapy. No refund of fees will be made under such circumstances. Every effort will be made to accommodate a student with a disability on trips and expeditions, especially those that form a part of the academic curriculum. However, each case will be assessed separately and the College reserves the right to refuse a place on a trip if it considers that it cannot provide for the welfare of the student concerned, or if other students might be placed in a position of danger.

2.5 ***Sight or hearing impaired students***

Applicants who are sight or hearing impaired are welcome to apply for admission. The College foresees no problem with admitting a student who uses an individual hearing system, but sufficient time may be needed for appropriate staff training in advance.

2.6 ***Learning difficulties***

The College is currently unable to provide a designated classroom assistant for an individual student but wherever possible we will work to assist students with mild learning difficulties such as dyslexia or dyspraxia.

2.7 ***Behaviour or emotional problems***

Students with a history of behaviour or emotional problems may be accepted into Newland College at the discretion of the Head of College. The College will require a recent educational psychologist's report to be provided in order to assist with the decision regarding admission and, if any medication is prescribed, parents must ensure that medical advice is followed and inform the College appropriately. As with all disabilities, each case will be considered on an individual basis. However, the overriding consideration in this case will be whether the presence of a student with behavioural or emotional problems in the College will impair the education of other students (for example, by occupying large amounts of staff time) or put other students or staff directly or indirectly at risk.

3 Admissions tests and specific learning difficulties

3.1 Parents are asked to advise the Registrar at the time of application if their child has a specific learning difficulty and to send an educational psychologist's report to the College in advance of the tests.

3.2 Parents must notify the Registrar if an educational psychologist's report recommends extra time (e.g. up to 25%) for applicants to sit admissions tests.

3.3 Applicants with sight impairments are welcome to request an enlarged print copy of the admissions tests.

3.4 Applicants with dyslexia who find it easier to read text from coloured paper (e.g. yellow or cream) are welcome to request that the admissions tests be photocopied onto coloured paper.

4 Disclosure

- 4.1 In order for Newland College to consider what reasonable adjustments it may need to make for each individual student, full disclosure by parents of any medical reports, educational psychology or psychiatric assessments, or any other relevant information, must be made at the time of application.
- 4.2 If parents wish, they can request that the applicant's current place of education undertakes the testing/consultation or they may arrange for testing of their child to be carried out independently.
- 4.3 In the event of parents disclosing relevant information (of which they were already aware) after accepting a place, or being discovered to have deliberately withheld such information at any stage during or after the admission process, and the College is unable to make reasonable adjustments to cater for the student, Newland College reserves the right to withdraw the offer of a place, or, if the student has already joined the College, to ask the parents to withdraw their child.

5 Appeals

- 5.1 Any appeal with regard to admission should be made in writing to the Director of Education.

6 Register of admissions

- 6.1 It is the responsibility of the Registrar to ensure that the register of admissions is kept up to date.
- 6.2 The register of admissions contains an index in alphabetical order of all the students at the College.
- 6.3 The admission register must contain the personal details of every student in the school, along with the date of admission or re-admission to the school, information regarding parents and carers and details of the school last attended. It contains the student's
 - name in full
 - gender
 - name and address of every person known to the College to be a parent of the student and, against the entry on the register details of the parent with whom the student normally lives and at least one telephone number at which the parent can be contacted in an emergency
 - guardian contact details of non-UK resident students
 - day, month and year of birth
 - day, month and year of admission or re-admission to the College
 - name and address of the school last attended, if any
 - whether the student is a boarder or a day student.

- 6.4 The register of admissions is kept on the Newland College Google Drive, and is shared with appropriate members of Newland College staff. The Registrar ensures a copy of the register of admissions is backed up every month onto an external hard drive.
- 6.5 In relation to every amendment made the register of admissions shall include
- (a) the original entry
 - (b) the amended entry
 - (c) the reason for the amendment
 - (d) the date on which the amendment was made
 - (e) the name or title of the person who made the amendment.
- 6.6 Every entry in an register of admissions shall be preserved for a period of three years after the date on which the entry was made.
- 6.7 The name of a student must be included in the register of admissions from the beginning of the first day on which the College has agreed, or has been notified, that the student will attend the College.
- 6.8 A student's name must not be deleted from the register of admissions unless criteria as stated in **Regulation 8 of The Education (Pupil Registration) (England) Regulations 2006** and the amendments in **2011, 2013** and **2014** have been satisfied.
- 6.9 Schools must inform their local authority of any student who is going to be deleted from the admission register where they:
- Have been taken out of school by their parents and are being educated outside the school system e.g. home education;
 - Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
 - Have a medical condition that prevents them from attending school;
 - Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or
 - Have been permanently excluded.
- 6.10 The local authority should be notified in advance of the deletion, when the College is to delete a student from its register, under the above circumstances. This should be done as soon as the grounds for deletion are met, but no later than deleting the student's name from the register. It is essential that the college complies with this duty, so that the local authority can, as part of its duty to identify students of compulsory school age who are missing education, follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse or neglect.
- 6.11 **The College must inform the local authority of any student who fails to attend school regularly, or has been absence without the College's permission for a continuous period of ten school days or more, at such intervals as are agreed between the College and the local authority (or in default of such agreement, at intervals determined by the Secretary of State).**

