

Heathfield Knoll School Admissions Policy

This policy is supported and complemented by the following policies:

- Accessibility Plan
- Anti-bullying
- Behaviour and Discipline & Exclusions
- Complaints
- Equal Treatment
- Safeguarding
- SEND

Key personnel:

- | | |
|---------------------|------------------|
| • Headmaster | Lawrence Collins |
| • Deputy Headmaster | Mark Stubbs |
| • Head of EYFS | Celia Swain |
| • Admissions | Chloe Grosvenor |

This document is reviewed annually by L Collins, Head teacher or as events or legislation change require.

Reviewed August 2018

Updated August 2018

Next review due: July 2019



Contents

1. Entry requirements (General)	3
2. Entry to Day Nursery and Pre-School.....	3
3. Transfer from the Pre-School to the Lower School	3
4. Entry direct into the Lower School (Reception - Year 4)	3
5. Transfer from the Lower School to the Middle School (Year 5 - Year 8)	3
6. Transfer from the Middle School (Year 5 - Year 8) to the Upper School (Year 9-11)	4
7. Entry direct into the Middle (Year 5 - 8) and Upper School (Year 9 -11)	4

1. Entry requirements (Applicable to any entry point)

Admission is by interview and school report if appropriate. Heathfield Knoll School welcomes children of a range of abilities, but there is an expectation that pupils will work to their potential and will accept the ethos of the school. With reference to the Equality Act (2010), reasonable adjustments are made to the admission policy on a case by case basis. Special needs children are admitted, providing the Headmaster considers the school is capable of providing for the needs of the child and that the child will be able to cope with the school environment.

Parents of a child with specific learning needs are expected to provide as much detail on their particular needs as possible on visiting the school. Heathfield Knoll School is a Christian school that caters for all denominations. A high priority is placed on good moral standards ensuring that individuals are aware of their role in a caring, cohesive community.

2. Entry to First Steps Day Nursery and Pre-School

Children are accepted from age 3 months on the understanding that they intend to enter the main school. They will proceed through First Steps Day Nursery and move to Pre-School at approximately 3 ½ years of age depending on their birthday and development stage. It is not necessary to start in First Steps – children can enter Pre-school from three and a half. Children moving to the Pre-School will experience a series of visits to the setting for familiarisation and also to assess their suitability to the setting.

The term after your child is 3 years of age they will be entitled to 15 hours of funding to be taken over a 3 day period.

3. Transfer from the Pre-School to the Lower School

Children enter the Pre-School from approximately 3 ½ years of age on the understanding that they intend to enter the Main School. They are assessed for suitability in the term before they start. Transfer from the Pre-School to Lower School takes place at the beginning of the school year the children are 5, when children enter the Reception class. There is one entry at the beginning of the autumn term.

4. Entry direct into the Lower School (Reception - Year 4)

Entry to the Lower School can take place at the beginning of any term or after the half term holiday. In particular circumstances, children may be offered a place mid-term. Children will be assessed by spending a day in school during which time various tasks will be given to establish their level of ability and if it seems that they will fit into the environment of Heathfield Knoll School they will be offered a place. A report from a previous school or Nursery will be required and should this contain reference to bad behaviour or attitude it is unlikely that a place will be offered.

5. Transfer from the Lower School to the Middle School (Year 5 - Year 8)

Children move from the Lower School to the Middle School at the end of Year 4 and providing children have reached the required academic standard (to be determined

by the Headmaster), a place in the Middle School will be offered automatically. This is also dependent upon the child's behaviour and attitude being satisfactory.

6. Transfer from the Middle School (Year 5 - Year 8) to the Upper School (Year 9 -11)

Children move from the Middle School to the Upper School at the end of Year 8 and providing children have reached the required academic standard (to be determined by the Headmaster), a place in the Upper School will be offered automatically. This is also dependent upon the child's behaviour and attitude being satisfactory.

7. Entry direct into the Middle (Year 5 - 8) and Upper School (Year 9 -11)

Applications for places in the Middle and Upper School from external candidates are welcome. Children who apply for entry at the beginning of Year 7 will be required to spend a day in school with Year 6 for assessment to take place. Reports from the child's present school will be considered. A sound academic standard will be required as will a high standard of behaviour.

Any application for a place other than at the beginning of Year 7 will require their spending a day in school to take assessments in Maths and English. The child will also have an opportunity on this day to meet other children of the same age at break time, have lunch with the children and be shown around the school. Reports from the children's present school will be requested and a sound academic standard will be required as well as a high standard of behaviour.

It is normally the schools' policy not to accept children any later than at the beginning of Year 10 unless under exceptional circumstances.

Upon receiving references from a child's current school we reserve the right to withdraw the place should references not be satisfactory.