



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
(Head of Years 7-11) | Mark Stubbs |
| • Head of Connect | Emma White |
| • Head of EYFS | Celia Swain |
| • Admissions Administrator | Kimberley McKenna |

KSI Schools Group Ltd is the proprietor of Heathfield Knoll School it is their responsibility to ensure that this policy is effective and follows regulatory requirements.

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

Reviewed August 2020

Updated March 2021

Next review due: July 2021



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1. Entry requirements (Applicable to any entry point)

Heathfield Knoll School is a co-educational independent day school for pupils aged 3 months-16 years. Admission is by interview and references from a candidate's previous school or schools. In the absence of a reference a copy of the last school report may be used. HKS welcomes children of a range of abilities, but there is an expectation that pupils will work to their potential and accept the ethos of the school.

With reference to the Equality Act (2010), the Special Education Needs and Disability Act 2001, the Disability and Discrimination Act 2005 and the Children and Families Act 2014 reasonable adjustments are made to the admission policy on a case by case basis. Children with a disability or special educational needs are admitted, providing the Headmaster considers the school is capable of meeting the needs of the child and that the child will be able to cope with the school environment.

Parents of a child who has any disability or special education need must provide the school with full written details when registering for admission. The School will consult with parents and their child's medical advisers about the adjustments which can reasonably be made for the child, subject to the School's Accessibility Plan and usual routines and budget constraints, both during the admission process and later as a pupil. Where the School agrees to support the provision of additional services, such as the use of extra staff or auxiliary aids, parents or carers may be charged for these at a level that reasonably reflects the cost to the School in providing the service or facility.

Heathfield Knoll School is a Christian school that caters for all denominations. A high priority is placed on good moral standards and traditional British values ensuring that individuals are aware of their role in a caring, cohesive community.

Entry into Connect is via an Education Health Care Plan, usually in consultation with the Local Authority according to the child's address (refer to pages 5 & 6)

2. Entry to First Steps Day Nursery and Preschool

Children are accepted from the age of 3 months on the understanding that they intend to enter the main school.

Children wishing to attend the Nursery and Preschool are invited in for familiarisation sessions prior to starting. These sessions aim to settle and familiarise children and parents with our routines.

The minimum attendance is 3 half-day sessions on separate days or 2 full days. They will proceed through First Steps Day Nursery and move to Preschool at approximately 3 years of age depending on their birthday and developmental stage. It is not necessary to start in First Steps – children can enter Preschool from age 3. Children moving to First Steps and Preschool will experience a series of visits to the setting for familiarisation and also to assess their suitability to the setting.

On entry to the Nursery and Preschool, parents will be asked to sign a Registration form, Terms and Conditions, Medical and Consent forms.

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.

Heathfield Knoll School reserves the right to prioritise places in the following order:

- Siblings of children already in the school
- Full time places take priority over part time places
- Frequency and length of sessions requested

Termination of the Contract: First Steps may bring the contract to an end or notify that a change of attendance day is necessary e.g. change from a Tuesday to a Wednesday. HKS can make this request at any time upon a month's written notice to parents.

A child at Preschool is not guaranteed a place in Lower School, entry to which is subject to the HKS admission policy and acceptance incorporating schools terms and conditions.

3. Transfer from the Preschool to the Lower School

Transfer from the Preschool to Lower School Reception class takes place at the beginning of the school year in September when the children are rising 5. A transition programme takes place during the summer term.

Full time attendance is preferred but not statutory until the term your child reaches 5 years of age.

When entry starts in the Reception class a parent/school contract will be signed.

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 at least spending one day in school during which time various tasks will be given to establish their level of ability. 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 School (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 direct entry will be required to spend a minimum of one day in school with their current year group. This allows for informal class assessment to take place as well as good opportunities to interact with their peers and to experience first-hand all that Heathfield Knoll School has to offer. Reports from the

child's present school will be considered as part of the admission process. A sound academic standard will be required as will a high standard of behaviour.

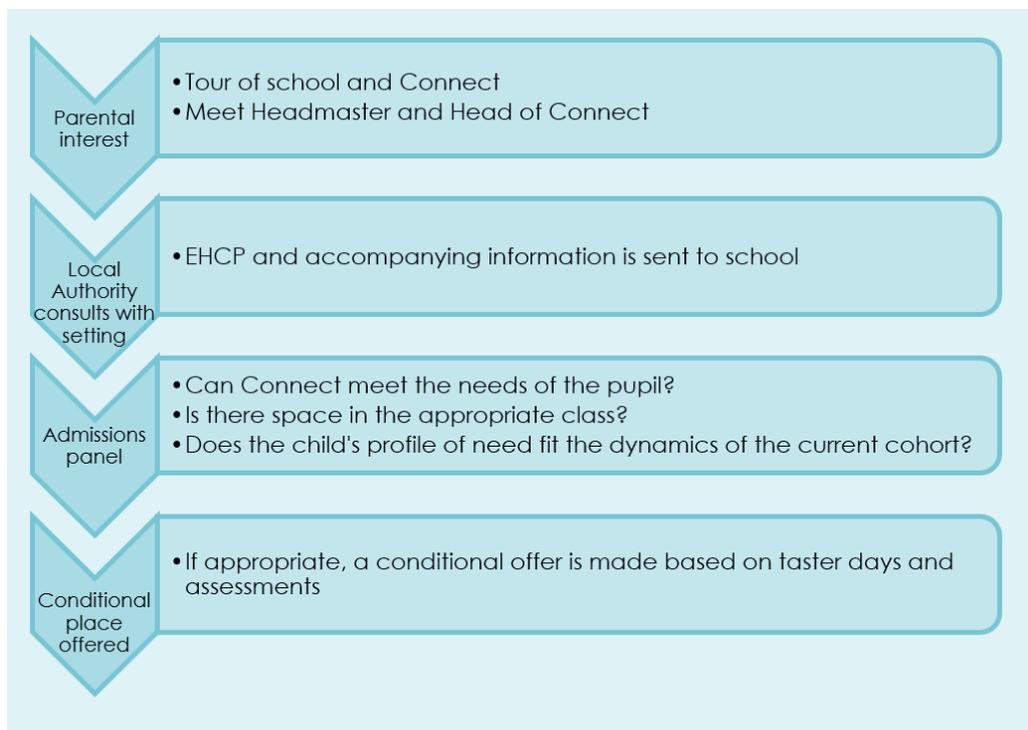
It is normally the schools' policy not to accept children any later than at the beginning of Year 10 unless under exceptional circumstances. On these occasions, an assessment is made as to the appropriate level of support that would likely be required for that child to achieve at least sound GCSE grades.

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

We also reserve the right to ask parents to remove their child from the school on either a temporary or permanent basis if the child's behaviour is considered by staff to be detrimental to the well-being of others. This would only occur after considerable efforts had been made to rectify matters.

8.Entry into CONNECT

Referral Route



Student profile

Key details:

- Every child who attends Connect has an Education, Health Care Plan.
- Year 6 - Year 11. (In exceptional circumstances pupils may be accepted at a younger age if they are able to cope academically.)
- Co-educational.
- Possibility of split placements with [Nineveh Ridge Care Farm](#) (Connect remains the 'home school.')

Pupils typically have one or more of the following:

- SEMH (Social, Emotional Mental Health needs) which manifests as:
 - anxiety

- school refusal
 - difficulty interacting with others, particularly in large groups/settings
- Autism
- Attachment Disorder
- SpLD (Specific learning difficulties) such as Dyslexia or Dyspraxia
- Sensory processing disorder

Criteria:

1. Pupils are likely to be working at or around their ARE (Age-related expectations).
2. In general, pupils are accepted from the age of 10 (Year 6) although Year 5 children who are working above their ARE may also be considered.
3. Behaviour as a primary need is not accepted.
4. Pupils with previous exclusions are not usually accepted.
5. The expectation is that following a period of transition, pupils will be able to access the main school in at least one of the following ways:
 - a. Socially - break/lunchtimes.
 - b. Non-academic subjects - Art, PE, Food, Drama, Music
 - c. Specific subjects of strength - e.g Maths/Science.
 - d. With a small group using the facilities and/or main school teachers