Heathfield Knoll School

Admissions Policy

This policy is supported and complemented by the following policies:

- Accessibility Plan
- Anti-bullying
- Behaviour, Discipline & Exclusions
- Complaints
- Equal Opportunities
- Safeguarding
- SEND

Key personnel:

Headteacher	Lawrence Collins
Deputy Headteacher	Emma White
Head of Connect	Jane Cain
Head of EYFS	Celia Swain
Admissions Administrator	Julie Onions/Chloe Grosvenor

This document is reviewed at least annually by J.Onions, Admissions Administrator or as events change or legislation requires. This is then approved by the Governing Board.

The CEO of Aldates Global Education Ltd and Chair of the Board of Governors is Claudia Bickford-Smith.
The Governing Board Members have the skills to support and advise the school in its decision making.
Reviewed July 2025
Next review due: August 2026

Contents

1. Entry requirements to the main school (Applicable to any entry point) 3
2. Entry to Little Cedars Day Nursery and Preschool 3
3. Transfer from the Preschool to the Junior School 3
4. Entry into the Junior School (Reception - Year 6) 3
5. Entry into the Senior School (Year 7 – Year 11) and Connect (SEND base) 4
6. Entry into the Sixth Form 5
7. Pupils/students with an EHCP (Main school, Connect and Sixth Form). 5
8. Amendments to the Policy 5

1. Entry requirements to the main school (Applicable to any entry point)

- Heathfield Knoll School is a co-educational independent day school for pupils aged 3 months to 18 years.
- Admission is based on taster days and a reference from the candidate's previous school(s). If a reference is not available, the most recent school report may be used as an alternative.
- The School welcomes children of a range of abilities, with the expectation that pupils will work to their full potential and embrace the school's ethos.
- In line with the Equality Act (2010) and other relevant legislation, reasonable adjustments are considered on a case-by-case basis for children with disabilities or special educational needs. Admission is offered where the Headteacher is satisfied that the school can meet the child's needs and that the child can cope with the school environment.
- Parents must provide full written details of any disability or special educational need at the point of registration. The School will consult with parents and relevant professionals to determine adjustments that can reasonably be made, taking into account the school's accessibility plan, resources, and budget. Where additional services or facilities are agreed upon (e.g., extra staff or specialist support), the School may charge a reasonable amount to cover the associated costs.
- The School is open to all faiths and none. Strong emphasis is placed on good moral standards and traditional British values, encouraging pupils to contribute positively to a caring and cohesive community.

2. Entry to Little Cedars Day Nursery and Preschool

- Children may enter the Nursery from 3 months of age.
- Children typically transition to Preschool at around 36 months.
- When demand exceeds availability, children will be placed on a waiting list, and parents will be notified when a place becomes available.
- On entry, parents must complete and sign the Registration Form, Terms & Conditions, and Medical/Consent forms. For preschool and reception, a Parent–School Contract must also be signed.

3. Transfer from the Preschool to the Junior School

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

4. Entry into the Junior School (Reception - Year 6)

- Entry to the Junior 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 are invited to spend at least two taster days with us. This allows them to experience life at Heathfield Knoll School and helps us to see whether the school is the right fit for them. During this time, children may be asked to take part in a range of activities, which could include a cognitive ability test (CAT4), to help us understand their strengths and learning needs.
- A report from a previous school or nursery is required as part of the admissions process. If this highlights serious concerns about behaviour or attitude, we may not be able to offer a place.
- References are an essential part of ensuring the right match between school and pupil. If references received during the admissions process, or within the first 30 days of joining, raise significant concerns, the school reserves the right to withdraw the offer of a place.

5. Entry into the Senior School (Year 7 – Year 11) and Connect (SEND base)

- Applications for places in the Senior School from external candidates are welcome.
- Children are invited to spend at least two taster days with us. This allows them to experience life at Heathfield Knoll School and helps us to see whether the school is the right fit for them. During this time, children may be asked to take part in a range of activities, which could include a cognitive ability test (CAT4), to help us understand their strengths and learning needs.
- A report from a previous school or nursery is required as part of the admissions process. If this highlights serious concerns about behaviour or attitude, we may not be able to offer a place.
- References are an essential part of ensuring the right match between school and pupil. If references received during the admissions process, or within the first 30 days of joining, raise significant concerns, the school reserves the right to withdraw the offer of a place.
- It is usually the school's policy not to accept children any later than the beginning of Year 10.

6. Entry into the Sixth Form

- Heathfield Knoll School's Sixth Form welcomes a diverse range of students, with particular provision for those with Education, Health and Care Plans (EHCPs).
- Admissions are considered through two main routes: Referral (via the Local Authority) or Direct Application (from parents/guardians).
- The Admissions Panel will consider the following:
    - Can the Sixth Form meet the needs of the student?
    - Is there a suitable place within the year group?
    - Are the subject pathways the student requires available?

7. Pupils/students with an EHCP (Main school, Connect and Sixth Form).

- Applications for places from external candidates with an Education, Health and Care Plan (EHCP) are welcome.
- Heathfield Knoll School will request a copy of the latest EHCP or SEND documentation, along with a recent academic report, at the start of the admissions process.
- The school will consider whether it can meet the child's identified special educational needs, taking into account the available resources and the impact on the efficient education of other pupils.
- Placement decisions will consider whether the school can provide appropriate support and provision for the child's needs, within the resources available.
- At the point of contact, applicants will be advised of the admissions process.

8. Amendments to the Policy

18/07/22	Staff changes - Sixth form update	T. Stooksbury
22/08/22	Sixth form changes	L. Collins
22/03/23	Staffing changes	T. Stooksbury
11/8/2023	Yearly updates	J. Onions
25/03/24	Changes to wording - Governors	T. Stooksbury
07/10/24	Changes to company name	T. Stooksbury
29/8/25	Updates to Little Cedars, simplification of text	J. Onions