



APPLEFORD SCHOOL

ADMISSION AND REGISTRATION POLICY AND PROCEDURE

This Policy applies to the whole school, including boarding.

The Policy is publicly available on the school website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office.

We have a whole school approach to safeguarding, which is the golden thread that runs throughout every aspect of the school. All our school policies support our approach to safeguarding (child protection). Our fundamental priority is our children and their wellbeing; this is first and foremost.

All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal school hours including activities away from school. This policy also takes into consideration the National Minimum Standard (NMS) for residential special schools (RSS).

Applies to: The whole school, all staff (teaching, boarding and support staff), proprietors and volunteers working in the School.

Legal Status: Complies with The Education (Independent School Standards) (ISS) (England) Regulations currently in force and the National Minimum Standards (NMS) for Residential Special Schools (RSS) (DfE: September 2022).

Related documents:

- Prospectus
- Acceptance Form
- Home School Agreement
- Parent-School Contract

Summary of changes – September 2024: This policy has been revised to reflect changes in national guidance and legislation that come into force on 19th August 2024.

Monitoring and Review: This policy is subject to continuous monitoring, refinement and audit by Dr Peter Gardner (Managing Director), the Advisory Board and Mr David King (Headmaster). The Proprietor will undertake a full annual review of this policy and procedures, inclusive of its implementation and the efficiency with which the related duties have been discharged. This discussion will be formally documented in writing. The Proprietor recognises the expertise staff build by undertaking safeguarding training and managing safeguarding concerns. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the update/reviewed policy and it is made available to them in either a hard copy or electronically.

Policy Agreed: September 2024

Date Published (including on website): September 2024

Next Review: September 2025

Signed:

Dr Peter Gardner
Proprietor and Managing Director

Mr David King
Headmaster and Non-Executive Director

ADMISSIONS POLICY AND PROCEDURE

Appleford School was established in 1988 by two experts in the field: Dr Peter Gardner, a highly qualified and experienced psychologist and psychotherapist and Gerald Trump who founded the first school for dyslexic children in the UK. Appleford's aim from its inception has been and still is to provide a high quality education for children aged 7 – 18 with dyslexia and associated learning difficulties to include dyscalculia, dyspraxia, Autistic Spectrum Disorder ASD and Attention Deficit Hyperactivity Disorder ADHD. Please note, however, we are unable to consider applications for children with Global Developmental Delay, Emotional Behavioural Difficulties and Oppositional Defiance Disorder. If, after reasonable adjustments have been considered, the School feels it is unable to adequately cater for the needs of those children with disabilities or additional needs, parents will be informed why an offer of a place will not be made.

The overall purpose of our Admissions policy and procedures are to ensure appropriate procedures for induction and support for children on admission to the school to ensure that they are familiar with staff, other children, the school's expectations and daily routine (NMS for RSS 6.4). This policy aims to comply with the School Admissions Code of Practice and procedures are therefore implemented and reviewed to ensure that this remains the case. For the purpose of this policy, "parent" shall include a guardian, carer or any other person with parental responsibility for a pupil or prospective pupil of the School.

The School's mission statement is available on the School website: <https://www.applefordschool.org/>. This policy can be made available in larger print or a more accessible format if required. If, after reading the school prospectus and visiting the website, you would like to learn more about Appleford, please contact our Registrar to make an appointment to meet with the Headmaster, Mr David King. The meeting will enable you to discuss your child's individual needs and give us the opportunity to explain our unique approach.

Our admissions procedure also involves sight of relevant reports including an up-to-date Educational Psychologist's report. The reports are reviewed by our Head of Learning Support and the Therapy team to establish whether, on paper, we can meet the needs of the child. The Head of Learning Support and Registrar may also consult Heads of Department and/or Boarding.

Following your visit, you may be given the opportunity to book your child in for a three-day taster (day place) or three night taster (boarding place). Your child will be assessed and observed during the course of those days and we will determine whether we can meet their needs. If an offer of a place is made, you will have a period of three weeks in which to accept the place. Upon accepting the place, we require a £550 deposit. International pupils pay a term's deposit in advance. It should be noted that taster sessions are not an offer of a place.

The Headmaster of the School is David King, whose address for correspondence during both term times and holidays is: Appleford School, Shrewton, Nr. Salisbury, Wiltshire, SP3 4HL. The Headmaster and the Proprietor may be contacted on email: registrar@appleford.wilts.sch.uk or telephone: 01980 621020, fax: 01980 621366.

Role of the Headmaster: The Headmaster will:

- ensure all prospective parents are fully aware of the admissions criteria and how to apply;
- ensure that all applications are looked at fairly and openly;
- work in conjunction with the Senior Leadership Team to ensure all school personnel, pupils and parents are aware of and comply with this policy;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and the proprietor and
- annually report to the Governing Body on the success and development of this policy.

Role of Parents: Parents must:

- be aware of and comply with this policy;
- apply by using the appropriate application form found on the Appleford School website; and
- must be aware the school is selective and admission is based on ability, pupils must pass an entrance exam.

Although the school does not select according to ability, the following should be considered by parents before registering for a place. We encourage prospective parents to talk to our admissions department before visiting the School, or registering for a place to ensure *Appleford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.*

the School is a suitable learning environment for their child/children.

- All applicants will be expected to access the School's curriculum or access the curriculum with reasonable adjustments for those who have additional learning needs.
- Parents must inform the School when submitting the registration form of any special circumstances relating to their child which may affect their child's ability to fully participate in the education provided by the School or this admissions process.
- The School may request further information, such as a medical certificate as well as a possible internal school assessment that the School considers necessary to make a fair assessment. It may be the School requests more up to date or recent assessments to be able to offer a School place.
- We require that all education/schools are declared on the application from the start of school education from Reception class where appropriate to the country of origin.
- School places offered with support as a condition of entry may be withdrawn if parents fail to adhere to the conditions either at the point of entry to the School or in later years where the support is still identified as a need by the school.
- For pupils for whom English is an Additional Language (EAL) offers of places will be awarded to pupils who can access the mainstream curriculum, Pre-A level Course or satisfy the conditions of entry for the NCUK University foundation programme, with appropriate support from the EAL department, if required.
- Children wishing to join the School from outside of the UK must ensure that they have appropriate immigration permission and all required travel documents (if applicable) to study in the UK.

During the application process, parents and pupils will be interviewed by a member of the senior management team (includes the Head of Admissions) and the Headmaster. The application information will be discussed, and further themes explored such as whether:

- the applicant's learning difficulties and other special needs (if any) can, in the opinion of the Senior Management and Headmaster, be managed within the School's normal provision.
- the offer of a place would not create an imbalance of needs within the year group.
- the applicant's present school reports satisfactory attitudes and conduct on the part of parents and applicant.
- the offer of a place would jeopardise the performance and progress of their peers.
- whether the applicant's present school fees have been paid (if applicable) and that parents are in a position to pay school fees.

In all cases, admission to the School is at the Headmaster's discretion.

Admissions Process Registration: Applications for registration will be processed in the order in which they are received. A digital application form can be completed on our website. The Registration Form must be accompanied by payment of a Registration Fee which is non-refundable regardless of whether or not a child is offered a place. Parents may register an interest in a place at any time, including prior to visiting the School. Registration does not constitute an offer or guarantee of a place.

Scholarships: Details of all scholarships, bursaries and discounts are available on the School's website.

Prior to a child's attendance at Appleford the parents or guardians must complete and sign the:

- Registration Form
- Acceptance / Health Form
- Parental Consent Form
- Parent School Contract Standard Terms and Conditions.

This provides Appleford with the following vital information, and informs the parents of the basic standards of behaviour and the attitude towards teaching and learning that the School expects and requires.

- Name, home address and date of birth of child
- Starting date
- Name, address, telephone numbers and emails of parents or guardians
- Emergency telephone numbers of parents or guardians (three different contacts required)
- Special diets
- Arrangements for collection for younger children and those with special needs that makes collection by an adult essential
- Name, address and telephone number of the child's doctor
- Illness and inoculation details

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- Details of any allergies or medical needs
- Any special education needs or disabilities inclusive of specific learning difficulties
- Parental consent for emergency procedures
- Confirmation that all reports have been forwarded by parent/carer to Appleford.

Offer and Acceptance of a Place: Once the completed Registration Form and fee is received, the child's name will be added to the relevant age group list. There will be circumstances where a child might be placed in a year group above or below their actual age and this will be discussed prior to offer of a place. Places may occasionally be offered to pupils out of year group where there is good reason for this. Priority of an offer of a place will be given to applicants with siblings already at Appleford School and those requiring a boarding place. While most siblings will join us at the School, admission for a sibling is not automatic and there may be occasions where the School judges that a sibling is likely to thrive better in a different academic environment. Allocation of places will also take into account the aim to retain a broad balance of male and female pupils.

Appeals Procedure: Parents have the right of appeal if a place is refused and should follow the Complaints Procedure available on the school website.

Children with Special Educational Needs/Disabilities: where a child arrives with an Education, Health and Care Plan (EHCP), we will always consult with the parents and the Local Authority, to ensure that the needs of the Plan are met. We also ensure that relevant reviews, including the annual review, are carried out as required by regulation and best practice. The School will make reasonable adjustments to meet the needs of children with a Plan or children with special needs/disabilities. Our school has a policy and procedures for children with *Special Educational Needs and Disabilities (SEND)*.

Overseas Pupils: Appleford has a long tradition of welcoming pupils from around the world. International pupils are fully integrated into all aspects of school life and bring diversity to the Appleford community. We have a special interest in the pastoral care of all overseas pupils, and we aim to help them settle happily and smoothly into their new environment. When a new pupil arrives, they are warmly welcomed in the school routine, which may at first feel unfamiliar to them.

We require overseas pupils to have a UK guardian or an Agency, to cover any period of sickness and to cover Exeat weekends and school holidays, if necessary. All pupils must have a valid passport and visa and for non-UK pupils, we are registered with the Home Office under a Tier 4 Sponsorship Licence. We use a reputable taxi firm for airport transfers in the UK and/or their UK guardian.

Equality Impact Assessment: under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. Appleford School welcomes pupils with disabilities and/or special education needs, provided we can offer them any support that they require and cater for any additional needs, and that our site can accommodate them.

Race Disparity Audit: We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system. The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

Waiting List: we do operate a waiting list and places are allocated in accordance with the criteria of the admission policy. At the time of receiving an offer of a school place, parents will be advised of the process for having their child's name on a school's waiting list. Parents may keep their child's name on the waiting list of as many schools as they wish and for as long as they wish – providing they have paid the deposit.

Sharing Information with the Local Authority: The School is required to notify the local authority within five days when a pupil's name is added to the admission register at a non-standard transition point. The School will provide the local authority with all the information held within the admission register about the pupil. The School will notify the local authority when we are about to remove a pupil's name from the school admission register. This duty does not apply when a pupil's name is removed from the admission register at standard transition points. When removing a pupil's name from the admission register, the notification to the local authority must include:

- (a) the full name of the pupil
- (b) the full name and address of any parent with whom the pupil normally resides

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- (c) at least one telephone number of the parent
- (d) the pupil's future address and destination school

Records: Applicants' details will be held on file in line with data protection legislation and the School's Privacy Notice and Data Protection Policy.

Registration Policy

Appleford School records the personal details of every student at our school in the admission register, which includes the following information for every student:

- full name legally assigned at birth;
- name that the student uses at school;
- sex;
- address;
- the full name and address of each of the student's parents;
- which of the student's parents, if any, the student normally lives with and at least one telephone number by which each such parent can be contacted in an emergency. the department's advice is that where reasonably practicable, schools should hold an emergency contact number for more than one person for each student; and
- the pupils start date.

It is vital that our admission register is kept up to date, and we encourage parents to inform us of any changes to the above after which we would amend the register as soon as possible.

Deletions from the Register: At Appleford School we will add and will only delete pupils from our school roll in line with the Student Registration Regulations (2024). In most circumstances, we will know in advance about pupils leaving our school; this will be planned and discussed with the parent in advance of the student leaving. At Appleford School we will always work with families to gain information about the student's next school and/or address before the student leaves to reduce the risk of pupils becoming a child missing education through lack of shared information. If a child is removed from roll to home educate, we can only de-register the child if we receive, in writing, the parent's intention to educate their child other than at school. The student will be de-registered on receipt of such a letter and the Local Authority Council will be informed of the removal from roll as outlined above. In the case that a pupils name is deleted from the admission register, Appleford School will provide the local authority with the following information about the student from the admission register:

- full name;
- address;
- the full name and address of any parent the student normally lives with;
- at least one telephone number by which any parent the student normally lives with can be contacted in an emergency;
- if applicable, the student's future address, the full name and address of the parent who the student is going to live with, and the date the student will start living there;
- if applicable, the name of the student's other school and when the student began or will begin to attend the school; and
- the reason set out in the Student Registration Regulations under which the student's name has been deleted from the admission register.

Aside from the reasons set out in regulation 9 of the School Registration Regulations 2024, the only other reasons why a student's name shall be deleted are:

- the student has been registered at another school;
- the student has not continued at the school;
- the student has a school attendance order which has been changed to another school;
- the student had a school attendance order which has been revoked;
- the parent of a student has notified the school in writing that the student will be leaving the school;
- the student has not returned following a leave of absence;
- the student has been continuously absent from the school for 20 school days;
- the student is detained under a sentence of detention;
- the student has died;

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- the student's boarding fees have not been paid; or
- the student has been permanently excluded from the school.

The attendance and admission registers are kept electronically to aid accuracy and reduce the burden of information sharing, and are kept six years from the date of entries. Backup copies are made at least once per month and are retained for six years after the end of the year to which they relate.

The contents of the attendance register include the relevant attendance and absence codes: these will be entered on each occasion the register is taken (at the start of each morning session of each school day and once during each afternoon session) for every student whose name is listed in the admission register. More information on the absence codes is detailed in 'Understanding types of absence'.