



ADMISSIONS POLICY & PROCEDURES

This policy also applies to the EYFS

Updated	Review Date	Version
December 2018	November 2019	2017.02

Signed: _____

(Chair of Governing Board)

ADMISSIONS POLICY & PROCEDURES

General

Lyonsdown School, 3 Richmond Road, New Barnet, EN5 1SA, telephone number 020 8449 0225, is an independent school for girls from 3 to 11 and boys from 3 to 7. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Lyonsdown. We hold a number of Open Days throughout the year, which gives a general introduction to the School. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact the School to arrange a visit. The Business Manager, Mrs J Brodie, can be contacted at enquiries@lyonsdownschool.co.uk.

Purposes of this Policy

1. To state clearly the way in which the School makes decisions about admission which are fair to all prospective pupils.
2. To affirm that Lyonsdown is not an academically selective School but that through its admissions procedures, the School selects to ensure that every child admitted can contribute sufficiently to the School community and benefit from the learning environment and many opportunities offered.
3. To administer admissions in line with the Equality Act 2010 and the Children and Families Act 2014 (where applicable) with regard to access.

Admissions Criteria

All applications for admission to the School are treated equally, keeping the needs of the prospective pupil uppermost.

The usual point of entry into the school is at Nursery (age 3+). Pupils entering our Nursery will have automatic entry into our Reception Class the following year and are expected to stay. Therefore, the Nursery is only open for children intending to join the Reception Class the following year. Applications will also be accepted for any age group where spaces are available.

Please note that girls leave the School at the end of Year 6 and boys leave at the end of Year 2, moving to schools where they can continue their education.

The criteria for priority for places, in order of importance, is as follows:

1. Siblings of children already a pupil at the School
2. Children whose parent/s attended the School as a pupil (ex-pupils/alumni), and
3. Date order of applications

The School will offer a place to prospective pupils who we consider will contribute sufficiently to the School community and benefit from the opportunities at the School. We will only offer a place if we can cater for the prospective pupil's needs. In the event of specific needs such as disabilities or learning difficulties, careful consideration will be given to possible reasonable adjustments in line with our 'Access Policy' and 'Inclusion and Special Educational Needs Policy' before an offer is made. See Special Needs below for further information.

Admissions Procedure

The admissions procedure is as follows:

1. Registration. Every parent is asked to register their child on the list of prospective pupils. Names can be registered via a Registration Form, together with a non-refundable registration fee. This Form can be accessed via a download from the School's website or by contacting the School. This does not constitute an offer or guarantee of a place at the School.
2. Interview and Assessment.
 - a. Nursery. All pupils entering our Nursery are required to attend an interview/assessment and tour with the Head, together with their parents or legal guardians.

- b. For points of entry other than to Nursery. Pupils are required to spend a day in school to complete an interview, assessments in Maths and English and spend time within the classroom.
3. Offer.
 - a. Nursery. An unconditional offer of a place may then be made in writing approximately 12 months prior to a child's expected start date.
 - b. For points of entry other than to Nursery. An offer of a place may be made in writing following a child's day in school.
4. Acceptance. Parents accept the offer of a place by completing the Acceptance Form and signing the School's Terms and Conditions (Parent Contract) and returning it to the School with the Acceptance Deposit. Parents are given approximately two weeks in which to return the Acceptance Form and signed Terms and Conditions. Failure to respond by the given deadline may result in the place being offered to another prospective pupil.
5. Acknowledgement. The School will send an acknowledgement by return, stating the dates of the relevant induction days, usually in the Summer Term.

The Head's decision relating to all matters of admissions is final. Following final responses from those offered places, further visits are arranged for families from our registered list of prospective pupils and the procedure above is followed until all places are filled.

Equal Treatment

The School's aim is to encourage applications from pupils with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. The School is committed to equal treatment for all, regardless of a pupil's race, ethnicity, religion, disability, sexual orientation or social background.

Bursaries

Two bursaries are available at any time in the School. Please contact the school for information as to the availability of a potential bursary. All bursaries, when available, are offered on a means tested basis.

Special Needs

The School does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and / or special educational needs and will do all that is reasonable to ensure the admissions procedure is accessible for prospective pupils with disabilities and will make such reasonable adjustments as necessary.

Parents must inform the School when submitting a Registration Form of any special circumstances relating to their child which may affect their child's performance in the admissions process and ability to fully participate in the education provided by the School. Parents should also provide a copy of an educational psychologist's report or a medical report if they have one.

The School strongly advises the need for an early admissions meeting with the parents of children with special educational needs or physical or mental disabilities, to discuss any special arrangements that may be needed, to enable the School to assess whether this can be accommodated for on the School site. The School will discuss thoroughly with parents (and their child's medical advisers, if appropriate), the adjustments that can reasonably be made for the child if he/she becomes a pupil at the School.

If, after reasonable adjustments are considered, the School is unable to adequately cater for the needs of those prospective pupils with disabilities, parents will be informed why an offer will not be made.

Overseas Applicants

We welcome overseas pupils who can study at the School, provided that they have the correct

permission to be in the UK.

To ensure that international pupils have the correct permission to be in the UK, we ask for a copy of the pupil's birth certificate as part of the admissions process. Where a pupil is not British, we will then need to see and take a copy of the pupil's passport together with a parent's passport/or residence card to ascertain that they have the correct permission to be in the UK.

Fluency in English

In order to fully benefit from the many opportunities (both academic and social) offered by the School, pupils must be fluent English speakers. Normally, pupils should be exposed to English at home, or educated in English, before coming to the School. Extra support in English as an Additional language (EAL) may be arranged at the parent's expense.

Occasional Entry

If parents are interested in a place at short notice, they should contact the School as soon as possible and we will provide further information.

Terms & Conditions

Copies of the School's Terms and Conditions are on the School's website and will be made available to parents as part of the admissions process.

If your child is offered a place at Lyonsdown School, such an offer will be subject to Lyonsdown School's Terms and Conditions (Parent Contract) for the provision of educational services, which will bind you in the event that you accept the place. Parents/guardians are expected to fulfil the acceptance requirements therein.

Complaints

Parents and guardians can write to the Head if they wish to make a complaint about the admissions procedure or decision. The Head's contact details are head@lyonsdownschool.co.uk