



ADMISSIONS POLICY

Adcote School is a Boarding and Day School for girls aged between 7 and 18 years. In certain circumstances (usually overseas girls who have taken an extra year in their education or entered the Sixth Form late), girls may stay on beyond 18 years at the discretion of the Head.

1. The process of admission is non-selective and is governed by the principles of fairness and inclusiveness. Adcote welcomes girls from a wide range of abilities and backgrounds, both social and cultural. (Ref - Equality, Diversity and Inclusion Policy).

Adcote School will not discriminate on the grounds of ethnic origin, race, religion or belief, sexual orientation, pregnancy and maternity, disability, as per the School's Equal Opportunities Policy and Equality, Diversity and Inclusion Policy. In relation to sex and gender reassignment the School refers to its Gender Identity Policy.

2. The School recognises its responsibilities under the Equality Act 2010 and will make reasonable adjustments to enable prospective pupils with disabilities to access the admissions process and education where reasonably practicable. Where a prospective pupil has additional needs, the School will discuss these with parents to determine whether the School can reasonably meet those needs and make appropriate adjustments.
3. Upon request, a prospective pupil is invited to a taster day, during which her conduct, social skills and personal development will be observed. A feedback report is made to the Head of Admissions, who discusses it with the Head and parents. Should the report identify difficulties or problems, it is the School's policy to view them positively and to find strategies to overcome them. Although Adcote does not select pupils on academic ability, the School reserves the right to refuse admission where, after careful consideration of all relevant information, including any reasonable adjustments that could be made, it concludes that it cannot adequately meet the pupil's needs without prejudicing the education or welfare of the pupil or other pupils, or where it would require adjustments beyond those that are reasonable.
4. As part of the admissions process, the School acknowledges the right of parents to be fully informed about the School's ethos, mission statement, School code, policies, terms and conditions and other matters relating to health, welfare and insurance.
5. As part of the admissions process, the School reserves the right to seek references from a prospective pupil's current or previous school and, where appropriate, other professionals involved in the child's education or welfare.
6. As part of the admissions process, the School will carry out safeguarding and welfare checks as appropriate and in accordance with Keeping Children Safe in Education (KCSIE) and other relevant statutory guidance.
7. The School may offer Scholarships and Bursaries at its discretion. Applications for Scholarships are invited before assessments and exams in November and May Scholarship events. Applications for Bursaries are accepted at any time through completion of the Financial Circumstance Form. The provision of Bursaries will be agreed between the Head, and Director of Finance.

PROCEDURES FOLLOWING ENQUIRIES OR VISITS BY PROSPECTIVE PARENTS

The first enquiry is recorded on our Database, Lead sheet and Dashboard and a prospectus pack is sent out with relevant information and an invite to visit the school.

Appropriate follow up letters/emails are sent either:

- (a) Asking if they would like to arrange a visit or
- (b) Telling them of a forthcoming Open Day or
- (c) Inviting them to attend a suitable event e.g. nativity play

Follow up phone calls and emails are made to ensure that the information has been received and to encourage a visit to the School. Where no response is received following reasonable follow-up, the enquiry will be closed.

An enquiry that leads to a visit by the parents and/or their daughter(s) is recorded on the database. The visit will include a tour of the school and a meeting with the Head and the Head of Admissions. During the visit, a schooling history will be ascertained and the School may seek clarification regarding any periods spent outside of formal education in order to support the child appropriately.

After the visit, the next step would be to receive the latest school report. This will then be sent on to the relevant staff (Head, Deputy Head and the SEN team) within school to give feedback to the Head of Admissions. If we, as a school, feel a further assessment needs to be taken we will then request a day taster for their daughter. Taster days can be available on request too from parents. The taster form must be filled in and be brought in on the first morning. If the school report is missing, the Admissions team will call to remind parents to bring it in at collection.

During the taster day, prospective pupils may complete a non-selective screening assessment to help determine their current attainment and identify any areas where additional support may be beneficial. Feedback is given by the Head of Admissions to the parents in a follow up call. A formal offer will only be made once the latest school report, school reference (where requested) and any information relating to gaps in education have been received and considered.

All offer letters will have an expiry date on them. The offer will be withdrawn if not registered by the date provided.

The parents are contacted within a week to answer any queries or concerns. All the above is recorded on the database, lead sheet and dashboard.

If registration proceeds, a welcome pack is sent out one week after registration.

An entry is made on the school register once the pupil has actually started at the School. The School Secretary will send out the Safeguarding form to the last school.

When a pupil leaves the School she is deleted from the register, records will be retained in accordance with the School's Data Protection Policy and Records Retention Schedule.

ADMISSION CRITERIA

Admission to Adcote School is at the discretion of the Head and is subject to the School being satisfied that it can meet the prospective pupil's educational and pastoral needs.

Offers of a place will normally be based on consideration of the following:

- A completed Registration Form and payment of the appropriate registration fee.
- A satisfactory meeting with the Head and/or Head of Admissions.
- A recent school report and, where appropriate, a confidential reference from the pupil's current or previous school.
- A taster day and/or non-selective screening assessment, where requested by the School, to help determine the pupil's current level of attainment and identify any additional support that may be required.
- Disclosure by parents of any known special educational needs, disabilities, medical conditions, safeguarding concerns or other information that may affect the pupil's education or welfare.
- The School being satisfied, following consideration of all relevant information and any reasonable adjustments that may be required under the Equality Act 2010, that it can appropriately meet the pupil's needs.
- Availability of a suitable place in the relevant year group.

Admission is not based solely on academic ability. The School seeks to admit pupils who will benefit from and contribute positively to the life of the School, while ensuring that the education and welfare of all pupils can be effectively supported.