



FALKNER HOUSE ADMISSIONS POLICY

NURSERY - YEAR 6

This policy has been prepared with regard to the: Equality Act 2010, Independent School Standards Regulations (part 3 para. 15), School Attendance (Pupil Registration) (England) Regulations; Improving School attendance 2024, Data Protection Act 2018 and UK GDPR; Department for Education guidance relating to attendance, safeguarding and independent schools; and Relevant statutory and non-statutory guidance issued from time to time.

This policy should be read alongside the following Falkner House policies and documents:

Equal Opportunities Policy (including accessibility) ; SEN Policy; Safeguarding and Child Protection Policy; Complaints Policy; and Attendance Policy.

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1. Policy Statement

Falkner House is committed to providing a fair, transparent and non-discriminatory admissions process. The School welcomes applications from children who are likely to benefit from and contribute positively to the educational opportunities, values and community of the School.

This policy applies to admissions to the Nursery and the Main School (Reception to Year 6).

2. Equal Opportunities

The School is committed to equal treatment for all applicants and pupils regardless of:

Age; disability; sex; race; colour; nationality; ethnic or national origin; religion or belief; sexual orientation; gender reassignment; pregnancy or maternity; marriage or civil partnership; or any other protected characteristic. The School will not unlawfully discriminate in the admissions process.

The School will make reasonable adjustments where required by law to ensure that disabled applicants are not placed at a substantial disadvantage compared with non-disabled applicants.

3. Prospective Parents

All prospective parents are encouraged to visit the School before submitting an application.

Parents should provide full and accurate information regarding their child's educational, medical and developmental needs to enable the School to assess appropriately whether it can meet those needs and whether any reasonable adjustments may be required. Information provided by parents will be treated sensitively and confidentially and will be processed in accordance with the School's Privacy Notice.

4. Registration

All pupils admitted to the School will be entered onto the admissions register in accordance with statutory requirements.

Early registration is strongly recommended. The School reserves the right to close registrations for a particular year group once the maximum number of applications considered manageable for assessment purposes has been reached.

Submission of a registration form does not guarantee the offer of a place.

5. Main school admissions

Admission to the Main School is based upon assessment. The purpose of the assessment process is to identify and offer places to children whose academic ability, aptitude, potential, attitude to learning and personal qualities suggest that they are likely to benefit from the educational opportunities offered by the School and contribute positively to the School community. The School seeks to assess potential, readiness for learning and suitability for the School rather than solely current attainment. The objective is to determine whether the applicant is likely to settle successfully, benefit from the educational provision offered and integrate positively into the year group.

The School seeks to ensure that admissions decisions are made fairly, consistently and objectively.

The School may consider:

- assessment performance;
- educational reports and references;
- age and stage of development;
- special educational needs or disabilities;
- medical information;
- English language proficiency where relevant;
- previous educational history; and
- any other information reasonably considered relevant to the child's educational needs.

No admissions decision will be made solely on the basis of a protected characteristic.

6. Reception entry (4+)

- Reception is the principal point of entry to the Main School. Children normally enter Reception in September following their fourth birthday.
- Applicants are assessed during the academic year preceding entry.
- Children currently attending the School's Nursery are assessed using the same admissions criteria as external applicants.
- Assessments are organised by the School and conducted by experienced members of staff.
- Children may be assessed individually and/or in groups.
- Instructions are normally given in English.

7. Occasional places (Years 1–6)

Occasional places may become available in Years 1 to 6. Admission is dependent upon the availability of a suitable vacancy. Applicants will normally spend a day in the relevant year group and may undertake age-appropriate assessments. The level of formality of assessment generally increases with age.

Assessment methods may include:

- classroom observation;
- discussion with staff;
- written assessments;
- review of previous school reports; and
- other assessment activities considered appropriate.

8. Nursery admissions

Admission to Nursery is normally determined by:

- date of registration;
- availability of places;
- the School's ability to meet the child's needs.

The School reserves the right to refuse admission where it believes that it would be unable to meet the child's needs appropriately, even after reasonable adjustments have been considered.

9. Sibling applications

The School values continuity for families and will make every reasonable effort to accommodate siblings of current pupils. However, sibling status does not guarantee admission. Each applicant will be considered individually against the School's admissions criteria. Where concerns arise during the assessment process, these will normally be discussed with parents before a final decision is made.

10. Records and Transfer Information

Before admission, the School may request copies of educational records, reports and other relevant information from previous schools or educational settings. Information received will be considered solely for legitimate educational, welfare and safeguarding purposes. All personal data will be processed in accordance with applicable data protection legislation.

11. Special Educational Needs and Disabilities (SEND)

The School welcomes applications from children with SEND. Parents are encouraged to disclose at the earliest opportunity any:

special educational need; disability; medical condition; Education, Health and Care Plan (EHCP); specialist assessment; educational psychologist report; or other professional advice relevant to the child's education.

The School will consider carefully whether reasonable adjustments **can be made to enable the child to access both the admissions process and the School's educational provision**. The School may seek additional information or professional advice where appropriate.

Where, following careful consideration, the School concludes that it cannot reasonably provide adequately for a child's needs, even after reasonable adjustments have been considered, the School may decline to offer a place. Any such decision will be based on objective evidence and the individual circumstances of the applicant.

11.1. Education, Health and Care Plans (EHCPs)

Where an applicant has an EHCP, the School will consider the information contained within the Plan together with any supporting professional advice. The School will discuss with parents whether the child's needs can reasonably be met within the School's staffing, facilities, resources and educational provision. The existence of an EHCP will not, in itself, prevent an application from being considered.

11.2. Accessibility arrangements during assessment

The School aims to ensure that its admissions procedures are accessible to all applicants. Reasonable adjustments may be considered where appropriate and may include:

- additional time;
- rest breaks;
- modified assessment arrangements;
- use of assistive technology;
- alternative methods of communication; or
- other reasonable adjustments.

Parents should notify the School as early as possible if adjustments are requested. Each request will be considered individually and on its merits.

12. English as an Additional Language (EAL)

The language of teaching at Falkner House is English. Applicants with English as an Additional Language are welcome to apply. The School will take account of a child's level of English language acquisition when assessing performance and potential. Reasonable adjustments to the admissions process may be considered where appropriate.

13. Admission decisions and offers of places

Admissions decisions are made by the Head who is not obliged to provide detailed assessment results, rankings or internal admissions records. General feedback may be provided at the School's discretion. All admissions decisions will be made fairly, consistently and in accordance with this policy.

Offers of places are made at the discretion of the School. Acceptance of a place is subject to:

- completion of required documentation;
- payment of any applicable deposit;
- provision of educational and medical information requested by the School; and
- acceptance of the School's terms and conditions.

The School reserves the right to withdraw an offer if information provided during the admissions process is found to be inaccurate, incomplete or misleading. Detailed records of assessments are maintained.

14. Waiting Lists

Where appropriate, the School may maintain waiting lists for oversubscribed year groups. Priority on a waiting list is determined at the School's discretion and may take account of the School's admissions criteria, sibling status and operational considerations. Inclusion on a waiting list does not guarantee the offer of a place.

15. Safeguarding and Welfare

The School is committed to safeguarding and promoting the welfare of children and young people. Admissions procedures will be conducted with due regard to safeguarding obligations and statutory guidance. The School may request information from previous educational settings, professionals or parents where necessary to ensure appropriate arrangements can be made for a child's welfare and education. Parents are expected to disclose information relevant to the child's welfare, safety, health or educational needs. The School reserves the right to defer admission or withdraw an offer where relevant information has not been disclosed or is subsequently found to be inaccurate or misleading.

16. School Attendance and Admissions Register

The School maintains admissions and attendance registers in accordance with statutory requirements. Parents are expected to support regular attendance and punctuality. The School will monitor attendance and maintain records in accordance with current legal requirements and Department for Education guidance.

17. Confidentiality and Data Protection

Information collected during the admissions process will be processed in accordance with the Data Protection Act 2018, UK GDPR and the School's Privacy Notice. Admissions records will be retained only for as long as necessary and lawful.

18. Complaints

Parents who have concerns regarding the admissions process should raise them initially with the Head. Formal complaints may be made in accordance with the School's Complaints Procedure. The existence of a complaint does not create a right of appeal against an admissions decision.

19. Monitoring and Review

The Board will monitor the operation of this policy to ensure that admissions arrangements remain fair, transparent and compliant with applicable legislation and regulatory requirements.

This policy will be reviewed annually or more frequently where changes in legislation, regulation or guidance make this necessary.