

## **Plumtree School ADMISSIONS POLICY**

### **Legal Status:**

- Complies with Part 6, paragraph 24 (3)(b) of the Education (Independent School Standards) (England) (Amendment) Regulations 2013.
- Part 3 of the Children and Families Act 2014 and associated regulations including the Special Educational Needs and Disability Regulations 2014, relevant to the Code of Practice and relating to children and young people with special educational needs and disabilities (SEND).

### **Applies to:**

- the whole school including the Early Years Foundation Stage (EYFS), the out of school care and extra-curricular activities inclusive of those outside of the normal school hours;
- all staff (teaching and support staff), the proprietors and volunteers working in the school.

### **Available from:**

- School Office and website

### **Monitoring and Review:**

- This policy will be subject to continuous monitoring, refinement and audit by the Head Teacher.
- The proprietors will undertake a formal review of this policy for the purpose of monitoring the efficiency with which the related duties have been discharged, by no later than three years from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed:

Date: October 2023

Phil Simpson  
Head Teacher

### **Admission Policy Plumtree School**

All applications for admission to the School require the completion of the Application Form and payment of the Registration Fee (which is non-refundable). The forms are available from the school and should be returned to the School Office. Pupils who have an elder sibling who is or has attended the school will be given priority in the application process. No child is refused entry on the grounds of race, ethnicity, gender, religion or sexual orientation.

We would notify Nottinghamshire County Council on 0300 500 8080 within 5 days when a child's name is added or removed from our admissions register or starts after the School's first year or before leaving the School's final year. As stated in Children missing education (2016), we would also provide information for standard transitions if requested.

### **Assessment Procedure**

The assessment procedure for admission into EYFS, including Reception will consist of a play session and a focus activity for the prospective pupil. The assessment procedure for older pupils seeking to join the School will involve an informal written assessment in Reading, English and Mathematics. This is to assess their current level of learning in order that we can provide an appropriate educational programme.

Prior to the child's attendance at the school the parents or guardians must provide:

Plumtree 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.

- At least two emergency contact details.
- Medical information which includes any allergies.

Before the official start date, the school requires:

- Name, home address and date of birth of each child
- Starting date
- Name, address, telephone numbers and emails of parents or guardians
- Emergency telephone numbers of parents or guardians
- Arrangements for collection for younger children or those with special needs that makes collection by an adult essential
- Name, address and telephone number of the child's doctor
- Medical details
- Details of any allergies
- Dietary requirements
- Parental consent on emergency procedures
- Birth certificates
- Consent to travel in the local area to use facilities such as Keyworth Leisure Centre.
- The choice of whether parents give consent or not for images and videos of their child to be uploaded to social media.

Parents or guardians will also be asked to provide the school with any further information which they feel will enable us to take that best possible care of their children.

The admission procedure for the School is as follows:

- On receiving contact from a person considering placing a child here, record the person's and child's names, child's gender and age, address, telephone numbers, other contact information and proposed date of entry. Arrange a time to visit and/or send out a prospectus pack and other information they request.
- On visiting the School, the visiting adults, should be taken around the school and be given comprehensive information. Key personnel should speak to them.
- The child will be invited to spend a day (or days) in school.
- Plumtree is a non-selective school as long as we can meet the child's needs after making any necessary reasonable adjustments.
- Before the decision to admit a child is confirmed by the School the parents/guardians are required to complete the "Acceptance Form" and sign the "Parent-School Contract – Standard Terms and Conditions."
- When a child has enrolled, the parents/guardians names should be added to the list to receive information on the school and invitation to events, along with parents already enrolled.
- A place will be offered based on availability and in accordance with the *Code of Practice for Schools, Disability Discrimination Act 1995 Part 4*.

For more details, please see the *Prospectus*, *website* and the *Registration form*, *Acceptance form* and *Parent-School Contract - Standard Terms and Conditions*

### **Special Educational Needs and Disabilities (SEND)**

Where a child who has an Education, Health and Care (EHC) Plan joins Plumtree School, we will always consult with parents and, where appropriate, the Local Authority to ensure that the required curriculum is provided for as set out in the EHCP, including the full National Curriculum if this is specified. We will also co-operate with the Local Authority to 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 EHCP of special educational needs. Any additional services that are needed to meet the requirements of the EHCP or additional services will be subject to charge. This will be either directly to the parents, or the Local Authority if they are responsible for the fees and Plumtree School is named in the Education, Health and Care (EHC) Plan. Our school has a policy and procedures for children with *Special Educational Needs and Disabilities (SEND)*.

### **English as an Additional Language (EAL)**

Plumtree 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.

We do not regard pupils as having a 'learning difficulty' solely because the 'language or medium of communication of the home is different from the language in which he or she is or will be taught' (Education Act 1996, Section 312(1), (2) and (3)). However, pupils for whom English is an additional language (EAL) will be provided with appropriate support as deemed necessary by Plumtree School. They will be assessed to gauge the support that may be needed in order to ensure equal access to the curriculum along with all other aspects of life at Plumtree School. Our school has a policy for pupils requiring *English as an Additional Language* (EAL).

Our school will make provision for children who have English as an additional language, (EAL) in the assessment procedure. If an offer is subsequently made and the child takes up his or her place, the school will make provision for appropriate support (subject to a charge).

The Proprietor of the school is Plumtree School Ltd (David and Joanne Howarth and Philip and Lucy Simpson) whose address for correspondence during both term-times and holidays is the school address: Church Hill, Plumtree, Nottingham NG12 5ND. The telephone number on which the proprietor may be contacted on 0115 9 375 859 and the email address is [plumtreeschooloffice@gmail.com](mailto:plumtreeschooloffice@gmail.com).