

## **Admissions Policy**

### **Introduction**

Our management applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This was later revised in the Education Act of 2002. Our Admissions policy conforms to the The Education (Independent School Standards) (England) Regulations 2010 and came into force on 1<sup>st</sup> September 2010 SCHEDULE 1 Part 6 – Provision of Information.

### **Aims**

We seek to be an inclusive school, welcoming children from all backgrounds and abilities. All applications will be treated on merit, and in a sensitive manner. Admissions are based on a process of selection having regard to restriction of number. If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available.

### **Selection Criteria**

It is our wish to allow all parents a place for their child at Read Academy School. However, this is not always possible when there is an excess demand on the school places available. The admissions policy of the school gives priority to applicants based on the following criteria:

- Level of commitment to our school's values;  
A shared ethos shapes a strong and vibrant school community.
- Mode of transport to school;  
The school encourages the use of "environmentally-friendly" forms of transport to school.
- Social factors;  
We pay heed to applicants demonstrating a need for extra support due to social or domestic problems, as well as applications from members of staff.
- Children of teachers at the School
- Siblings for whom we have received completed application forms gain automatic entry to the school provided there are enough places for them.

A formal interview for the parents will also be conducted to finalise the selection process. The level of ability of a child, or whether s/he has special educational needs or a disability does not play a part in decisions on admissions. Read Academy will ascertain the needs of disabled children prior to their admission through lengthy discussions with applicants from whom a completed application form is received, that indicates a disability. We will seek to collect information about the nature of the disability to ensure "reasonable adjustments" are made and the school meets their needs.

### **Waiting lists**

Places available up to the planned admission number of the school will be offered subject to waiting list order. Vacancies will then be offered in this way.

### **Admission appeals**

If we do not offer a child a place at this school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much.

There is no appeal against a decision to refuse entry.

### **Removal or Expulsion of a Pupil**

**1. Discretion of the Head teacher** The decision to exclude, suspend or require removal or expel a pupil and the manner and form of any announcement shall be at the sole discretion of the Head teacher. In no circumstances shall the school, the Head teacher or it's staff be required to divulge to parents or others any confidential information acquired during an investigation. Nor shall the school be required to reveal the identities of pupils or others who have given information which has led to suspension, the requirements to remove or the expulsion. The Head teacher will advise parents of this procedure.

**2. Access** A pupil who has been withdrawn, excluded, suspended, removed, or expelled from the school has no right to enter school premises without the written consent of the Head teacher.

**3. Notice in Writing** Notice to be given by parents means a term's written notice addressed to and actually received by the Head Teacher. No other notice will suffice. Notices must be hand delivered or sent by special or guaranteed delivery to the school's address.

### **Monitoring and review**

This policy will be monitored by the Head Teacher and reviewed every two years, or earlier in the light of any changed circumstances, either in our school or in the local area. The policy will always take due note of guidance provided by the Independent Schools Council.