



The Ryleys

Girls & Boys Preparatory School

15a Admissions Policy (Including Early Years)

Monitoring: Headteacher

Named Person Responsible: Mrs J. Langford

Reviewed: September 2024

Policy Review Date: September 2026

Admissions Policy

This is the admissions policy of The Ryleys School for pupils aged 1 – 11 years old.

The aims of this policy are:

- To set out the particulars of the School's policy on and arrangements for admissions to the School;
- To identify and admit children who will benefit from a broad and academic education and who will contribute to and benefit from the ethos and activities of our School community. We will only admit a child who has met the entrance criteria unless there are strong mitigating circumstances. – in these cases it is important that the ability to success academically can be demonstrated
- To ensure compliance with the School's responsibilities under the Equality Act 2010.

Scope and application

The procedures set out in this policy apply at each of the main points of entry to the School and also to candidates for vacancies in other year groups. We will only admit a child who has met the relevant admissions criteria as set out in this policy.

The procedures set out in this policy do not apply to existing pupils who are progressing through the School.

Equality, diversity and disability

All candidates for admission will be treated equally, irrespective of their, or their parents' race, sexual orientation, religion or belief, pregnancy or maternity, gender reassignment or any disability. Candidates will also be treated equally in respect of their parents' age, gender or marital or civil partnership status.

The School will make any reasonable additional or alternative arrangements to ensure that the School's admission procedures are accessible to disabled children.

The School is inclusive and welcomes applicants with disabilities and special educational needs. At present, the School's facilities, physical and otherwise, for the disabled are limited but the School will do all that is reasonable to comply with its legal and moral and responsibilities under equality legislation in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.

Parents must inform the School on registration with full details of any known disability or special educational needs of their child which may affect their ability to participate in the admissions process and benefit from the education at the School. The School shall determine the reasonable adjustments that are required for the applicant based on the information provided, in accordance with the School's obligations under equality legislation. The School will consult with parents or guardians about the adjustments which can reasonably be made for the applicant both during the admission process and later as a pupil should the offer of a place be made.

THE ENTRY PROCEDURE

The Ryleys School does not select pupils on the basis of academic ability alone. Admission is based upon academic suitability which is assessed through informal assessment on the taster day and an informal interview with the Headteacher to assess character. In some instances, references from the candidate's previous school may be sought or a school report requested. Our admissions process is designed to identify pupils who are able to benefit from our balanced and well rounded education and to make a positive contribution towards the life of the school.

Pupils usually enter The Ryleys School at age 1 or 4 (Nursery/Reception) but children may enter the school at any age providing places are available. Please contact the Admissions Department for details.

SPECIAL NEEDS

We do not discriminate against pupils with special educational needs, providing that we can meet their needs within our SENCo department. However, we advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with the School before applying for a place so that we can assess that there is adequate provision for him/her. Parents should provide a copy of an Educational Psychologist's report or a medical report to support their request, for example for extra time or other special arrangements.

We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child should he/she becomes a pupil at the school.

THE ASSESSMENT PROCESS

The aim of the process is to identify potential. We are looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The school has strong traditions in music, drama, art and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

We do not assess candidates for entry who are below the age of 4 though we do expect that prospective parents will bring their child on a visit for an informal meeting to check suitability for admission.

Potential candidates who are not automatically moving into main school from our EY Department attend a taster day so that informal assessments within the classroom environment can be regarding their suitability for a place at the school. If appropriate, a more formal English and maths assessment may be given, depending on the child's age.

SIBLING POLICY

Most siblings join us at The Ryleys School. However, admission is not automatic, and there may be occasions where we judge that a sibling is likely to thrive better in a different academic environment.

OVERSEAS APPLICANTS

We welcome overseas pupils. For those who do not have English as their first language, tuition in English as an Additional Language (EAL) can be arranged at the parent's expense.

RELIGIOUS BELIEFS

The school is non-denominational.

DISCLOSURES

Parents must, as soon as possible, disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities or learning difficulties.

SCHOOL'S CONTRACTUAL TERMS & CONDITIONS

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

Prior to a child attending the setting, parents must sign a contract and complete a number of admission forms. These forms provide the school with personal details relating to the child. For example, name, date of birth, address, emergency contact details, parental responsibilities, dietary requirements, collection arrangements, fees and sessions, contact details for parents, doctor's contact details, health visitor contact details, allergies, parental consent and vaccinations etc. A surety deposit of £500 is payable to secure a place.

Early Years Admissions Policy

Purpose

At The Ryleys School, we are committed to being as inclusive as possible in regards to our admissions within our Nursery, Pre School and Pre Reception setting. This policy outlines our admissions criteria for Early Years in addition to the information and requirements in the rest of this document.

Legal Framework

This policy relates to sections 3.28 and 3.57 of the Early Years Foundation Stage.

Early Years Unit Admissions

At our Early Years Unit, we care for children between the ages of twelve months and four years of age, and the numbers and ages of children admitted to the setting comply with the legal space requirements set out in the Early Years Foundation Stage (EYFS). When considering admissions, we are mindful of staff: child ratios and the facilities available at the setting. Places will usually be offered on a first-come, first-served basis if there are places available within the age group, but if there is a waiting list, the setting will use the following admission criteria which will be applied in the following order of priority:

1. Children who have siblings already attending the main school

2. Children who will be proceeding into the main school
3. Children currently attending who are increasing their sessions

A child requiring a full-time place may take priority over one requiring a part-time place, and bookings for all year round will take priority over term-time only bookings.

COMPLAINTS

We hope that you and your child do not have any complaints about our admissions process; but copies of the School's complaints procedure can be sent to you on request.

ADMISSION REGISTER

In accordance with the requirements of the Education Regulations 2006, for pupils admitted to the school, the school will maintain an admissions register and inform the local authority of any pupil who is going to be added or deleted from the School's admission register at non-standard transition points.

The information created in connection with this policy may contain personal data. The school's use of this personal data will be in accordance with data protection law.

References:

- A. Education Act 2002,
- B. School Standards and Framework Act 1998
- C. SI 2003/1910 (as amended).
- D. ISI Regulatory Checklist (0907)
- E. <http://www.isi.net/documentation/docindex.htm>F.
<http://www.dcsf.gov.uk/sacode/docs/RevisedSchoolAdmissionsCode041208.pdf>

The Ryleys School acknowledges the assistance provided by guidance documents prepared by the following public bodies and not for profit organisations:

- *The Independent Schools Inspectorate (ISI)*
- *The Department for Children Schools and Families (DCSF)*