DURLSTON

Policy 1.10

Durlston School Admissions Policy

(Including EYFS pupils)

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Durlston School 1.10 Admissions Policy

1. Aims of Durlston School with regard to admissions:

1.1 Durlston is an open and inclusive community that is very proud of all of the achievements of all of our pupils in their academic, artistic and sporting endeavours. We celebrate our diversity and give all of our many visitors a warm welcome.

1.2 Parents may apply to register a child for entry at any time before the usual entry point of:
2 (Lower Kindergarten),
3+ (Upper Kindergarten),
4+ (into Reception classes)
7+ (into the Middle School)
11+ (into the Seniors)
13+ (into the Seniors).

1.3 If places are available, pupils may enter at other ages and at other times during the academic year. If no places are immediately available, pupils may be placed on a waiting list.

1.4 On completion of an application form and payment of a registration fee, pupils will be registered for entry at a particular date:

- Into Lower and Upper Kindergarten at any point in the term, once they have turned 2, should space be available
- Into Reception in September if their 4th birthday falls on or before 31st August
- Into Year 3 if their 7th birthday falls on or before 31st August and so on

1.5 Some flexibility is offered to those children very young (August birthdays) or old (September birthdays) concerning which year group is appropriate to their needs and abilities. Should a child be placed 'out of year' group, their progress, both social and academic, will be closely monitored and the school reserves the right to make adjustments to their year group if this is felt necessary.

2. Equality

2.1 Available places are offered to pupils, irrespective of class, race, ethnic group, or religion, although parents are advised to visit the school to satisfy themselves that the school is adequately equipped to meet the needs of the child. Parents must note that Durlston is a Christian-based school and this is reflected in its ethos. This is in line with the Equality Act of 2010. Durlston is a non-selective school; an informal interview with the Headmaster, along with Taster Days/Sessions, is utilised to ensure that the family feels the school is the right fit for them. Scholarships and Bursaries are given at the discretion of the Headmaster on approval by the Board of Governors. All requests should be made directly to the Head.

3. Steps to Entry

3.1 Parents who wish to register an interest in a place need to complete a Registration Form and pay a registration fee.

3.2 Parents who have been offered a place are asked to read the Terms and Conditions and confirm their acceptance by returning their signed Acceptance Form along with the requisite fee.

3.3 Confirmation of a place must be accompanied by a non-refundable deposit which is then held for adjustment against the final term's fees. This will act as a guarantee for their place.

3.4 If the school for any reason should be unable to finally accept the child, then the deposit will be returned in full.

3.5 In the event of a Waiting List for places, parents will be notified as soon as a space becomes available.

3.6 Admission to Durlston is at the discretion of the Head.

4. Protocols

4.1 Due to the family atmosphere of the school, the school tries to provide places for siblings, wherever possible. Although a 'family friendly' policy exists, early registration of siblings is strongly recommended as places cannot be guaranteed without it.

4.2 The school is non-selective; however, it reserves the right to refuse entry to those children who may not be suited. The school may ask for reports, recommendations, character references and parental declaration of language ability to enable it to make a decision regarding entry of a child.

4.3 Places for children joining Lower or Upper Kindergarten are also non-selective and subject to a successful observation and play-based learning/taster session. Parents may select whichever sessions/days they wish their child to attend. We strongly recommend that pupils attend a minimum of 2 sessions on separate days to support the child's settling and adjustment. Places are subject to availability.

4.4 Places for children joining Reception are subject to a successful observation undertaken as part of a play-based learning/taster session.

4.5 Places in all Year Groups are subject to completion of a taster day.

4.6 In some cases, if it is felt that, despite the reasonable adjustments the school is able to make to ensure equal access to all children, an individual child may be better served elsewhere, then the school will endeavour to offer appropriate guidance to the prospective parents. In this case, the child may be offered a trial period prior to confirmation of the offered place.

5. Aims of the Durlston school with regard to pupils with SEND needs as part of the assessment for entry:

5.1 To provide a fair procedure for all prospective pupils.

5.2 To carefully consider each prospective pupil as an individual case.

5.3 To assess each prospective pupil's needs and only offer places to those whose needs we can meet.

5.4 To ensure all prospective pupils are offered the opportunity to display their potential and character.

5.5 To ensure we maintain high academic standards.

5.6 Offers of places are subject to availability and the admission requirements of the School at the time offers are made. Provision during these assessments is made for those children who need Learning Support, who have an EHCP Education and Health Care Plan and those for whom English is an additional language. The school requests details of any reasonable adjustment a pupil may require in relation to entry to the school (e.g. special needs, disability, EAL).

5.7 Children who intend to join the school after the initial September intake in Reception are invited to spend some time at the school prior to their proposed entry date. During the first day some informal and

formal assessments are carried out, and feedback from teachers is sought. The subsequent offer of a place is then subject to a taster day and is at the discretion of the Headmaster, who may also seek further information from the child's previous school.

6. Details of assessments to be carried out on a taster day

6.1 During the day, children will be observed by teachers (including at lunch and break) with comments recorded to support the Headmaster and SLT in providing a bespoke educational journey.

7. Learning Support Department (Lighthouse and Harbour)

7.1 Should a child experience severe difficulties at any time during their education, whether academic, or as a lack of parental support toward the school and despite the best efforts of the teachers and Learning Support Department, and any reasonable adjustments that have been made, it is felt that the school is unable to provide the level of support necessary for that child, then this will be fully discussed over a period of time with the parents and, in some cases, it may be appropriate to find another school more able to respond to the needs of that child.

8. Register

8.1 An Admissions Register and Forecast is kept using the school's management system.

9. Taster Day Flowchart for all pupils

Admissions Registrar to inform relevant staff of the taster day date (Kindergarten children will be offered a stay and play session, Reception and Years 1 and 2 aged children will be offer a full day - with drop-off at 8:30 am and collection at 3:30 pm). Pupils wishing to enter into Years 3 - 11 will be required to attend a taster day from 8:30 am - 4:20 pm.

Children to arrive and be greeted by a designated staff member (DSM).

DSM to meet with parents at either 12:30 pm or 3:30 pm (depending on child's age) to do a quick debrief about their child's day.

Admissions Registrar will write to parents providing them with an outcome of their application and where possible an offer letter

Admissions Registrar to follow up on the taster day and offer letter after one week if we have not heard anything.

10. Taster day Disclaimer

10.1 Durlston School reserves the right to admit children directly into the school without a taster day should the circumstances warrant such an opportunity. The school in this case will follow point 4.6.