

## COPTHILL SCHOOL Admissions Policy

The Headteacher is responsible for ensuring that the Admissions Policy, set by the Directors, is effectively and fairly applied. Pupils are admitted to Copthill at all ages from 2 – 11 years.

**There is no discrimination at entry on grounds of race, religion, disability, socio-economic background or gender and no preference is given to a particular parental occupation.**

**Criteria for Entry to Nursery / Pre-School:** The Nursery class is open to all pupils immediately following their 2nd birthday and subject to available sessions. The start date is at the start of each half term, except in exceptional circumstances. We do not assess children on entry into our nursery although we do invite parents and your child to an informal meeting whereby play-based opportunities will be provided to get to know both the family and the child to ensure Copthill is the best fit for your child's needs.

If your child is in a previous setting before attending our EYFS, we will contact the setting to ensure important information around your child's development is discussed to ensure a smooth transition.

If places are limited children may join the waiting list. Places may also be prioritised to families that are actively choosing the school for their child's future education, beyond EYFS.

**Acceptance into the EY Department does not automatically guarantee a Reception place and the school reserves the right to assess a child prior to the start of full time school in Reception.**

### **Criteria for entry to full time education:**

We seek to admit pupils whom we consider being capable of benefiting fully from the broad, challenging education on offer and the wide range of additional opportunities provided at Copthill and who will contribute fully to the life of the School. We wish to challenge and support these children to achieve and succeed in line with our vision and aims.

The school does not operate a 'pass or fail' entrance examination approach, but all prospective pupils visit the school for a taster day/session and will work alongside children of the same age. A mixture of activities and individual work is undertaken to allow the staff to assess a prospective pupil's strengths and weaknesses. Additional taster days may be required if the first visit is inconclusive. **See below for specific details**

#### **\*Reception Entry Place**

All places are offered on the basis that your child would benefit from a Copthill education and that parents are supportive of the school's ethos, vision and aims. In making this assessment the following methods are used: reports, observations and feedback from the Pre-School or child's EY setting; a 'stay and play' visit to Copthill and parents/carers meeting with the Headteacher.

*See below for further details regarding Learning Support/SEND.*

*See below for Priority Order.*

To support a smooth transition into the reception class for children not already in Pre-School, a visit will be made by the Reception staff to see your child in their EY setting in the term prior to your child starting.

**Lower / Middle School Entry** – An informal assessment is made through a taster day at school. Pupils will be expected to join in all appropriate activities and will be informally assessed in literacy and numeracy by an experienced Form Teacher, including an assessment of reading ability. Any assessment information or previous school reports will also be taken into account.

**Upper School Entry** – Assessment is made through a trial day at school and pupils will undertake an appropriate Maths and English assessment and an informal interview with the Headteacher. There is no specific score required although these results will be used to ascertain that any prospective pupil will flourish educationally within the existing year group. As a Preparatory school, Copthill needs to prepare its pupils and ensure that, in offering a place, a pupil will be able to reasonably meet the demands and expectations of entry to their potential future school of choice, whilst also being able to play a fully independent and active role in all aspects of Copthill life during their time with us. Previous school reports or additional information provided by parents also helps the assessment process.

### **Waiting List**

If a child meets the entry criteria, but a place is not available, they will be invited to join the waiting list for that year group. The child will then be allocated a space, when one arises, subject to the criteria above and their position on the waiting list. Places will be considered in the order of the date of registration. A place on the waiting list is secured by the completion of a registration form and payment of the fee.

### **Priority Order**

If a child meets the above criteria, places will be awarded in the following priority order:

1. Families with siblings already at the school
2. Families with siblings requiring other year groups
3. Families already attending Pre-School
4. Families attending other EY settings
5. Families joining the school for a known fixed term or fixed period of time (i.e. for one year)

Families with more than one child joining the school at the same time

### **Admission is finally subject to the following:**

Parents or person with parental responsibility accepting the Terms & Conditions of Copthill School Ltd, which are subject to change from time to time. **Parents whose children are on the school roll have agreed to abide by all the Terms & Conditions in the Document as confirmed by the signing of an Acceptance Form.**

If a pupil is transferring from another Independent school, we are obliged to ensure that correct notice has been given and that there are no outstanding debts.

The Admissions process is designed to be thorough and fair to all parties and assessment for a place may in certain circumstances take time to reach a decision. In the case of a child not being offered a place at the School, cases will have been discussed with Parents, with reasons, in advance of any final decision.

### **Equal Opportunity:**

Copthill is committed to equal treatment for all and all candidates for admission will be treated equally, regardless of their or their parents' race, sex, gender reassignment, sexual orientation, religion or belief, pregnancy or maternity or any disability. Candidates will also be treated equally in respect of their parents' age or marital or civil partnership status. The School will do all that is reasonable to comply with its obligations under the Equality Act 2010 and the Special Educational Needs and Disability Code of Practice, 0-25 years 2014 and will make any reasonable additional or alternative arrangements to ensure that the School's admission procedures are accessible to disabled children. Parents should provide details of any known disability or special educational need which may affect a child's ability to participate in the admissions process and take full advantage of the education provided at the School. We advise parents of children with special educational needs or physical difficulties to discuss their child's requirements with the School on registration so that we can consult with parents and such other persons or organisations as necessary in order to ascertain a child's particular needs and the nature of any additional or alternative arrangements which would be required to meet them should an offer of a place be made. Please refer to our Learning Support Policy for more information.

**Before a place is offered at the School:**

Parents must disclose to the School any known or suspected circumstances relating to their child's health, development, allergies, physical disabilities and/or learning difficulties. The School reserves the right to subsequently withdraw any place offered based on incomplete disclosure of known or suspected SEND circumstances. Based on such disclosure, the School will confirm whether or not it is able to fully meet the needs of the child.

Where a child's SEND is identified, or develops, after the child has started at the School, we will endeavour to continue to support the child as long as we have the appropriate resources and facilities to provide them with the support they require where we believe it is in the best interest of the child and of the School community for them to remain at Copthill School. Where, in our judgement, any of these conditions no longer apply, we reserve the right to withdraw a place at the School. In such circumstances, we will use our reasonable endeavours to support parents in finding alternative arrangements.

**Admission Register**

Copthill is committed to ensuring that the admissions register is maintained in accordance with the requirements of the Education (Pupil Registration) (England) Regulations 2006 (as amended).

**Discipline Policy**

Copthill has a positive approach to behaviour within the school. On admission, parents are provided with a handbook of relevant policies such as the School Rules, Discipline and Behaviour policies.

*Copthill does not sanction the use of corporal punishment under any circumstances.*

**Removal from School Roll**

Once a full time place has been accepted, a pupil can only be removed from the school roll under the following conditions:

- Until the pupil reaches the end of the **Pre-School Year** or **Year 6**, written notice must be received by the Headteacher giving the date of withdrawal. Occasionally provisional notice may be accepted after discussion with the Headteacher, although this remains provisional until a formal date is received in writing. **See Terms & Conditions Document for details on notice periods and further important information.**
- A pupil is permanently excluded from the school and any decision has been upheld by the School's Advisory Panel.

**Once registered, relevant data will be held in accordance with the School's GDPR privacy notice.**  
(see website)