



Admissions Policy

**Hurst Lodge School
Yateley Hall
Firgrove Road
Yateley GU46 6HJ**

2023-2024

ADMISSIONS POLICY

THE ENTRY PROCEDURE

Hurst Lodge is a co-educational day school for children aged rising four to nineteen. The school is non-denominational and multi-cultural accepting children from all backgrounds and a wide range of academic abilities. No applicant will be treated less favourably during the admissions process on the grounds of any of the protected characteristics listed in the Equality Act 2010. The equality Act 2010 defines these as disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation. However, we do expect pupils to be able to access our curriculum, without negatively impacting upon the learning of their peers, in order to benefit from our balanced and well-rounded education, and to make a positive contribution towards school life.

It is a condition of admission that:

- Any conditions of entry to the School are fulfilled
- The School receives payment of an Acceptance Deposit
- The applicant is of appropriate age and maturity
- The School can adequately cater for and meet the needs of any disability and/or special educational needs and that parents have disclosed any special needs or disability to the school and supplied any reports available.

Admission to the school is at the Principal's discretion.

For entry to the school at any level, prospective pupils and their parents visit the school and meet with Senior Staff. Parents and prospective pupils receive an individual school tour. The school will obtain a confidential report from the previous school where relevant to the year of entry. This enables the School to offer places to those for whom our style of education seems most appropriate, for those who are most likely to benefit from what we offer and who appear to match the ethos and standards of the school and whose personal qualities suggest they have the potential to contribute sufficiently to the school community and benefit from the many opportunities that are offered here.

We admit children at any stage of their education throughout the year, providing we have a place available.

We arrange our waiting list in the order of date of registration. In addition, our policy will take into account the following criteria:

Priority for entry will be given to those with siblings already attending Hurst Lodge.

Prior to a child's attendance at the school the parent/carer must complete the registration and entry form at which point an account will be raised. These forms provide the school with the following vital information

- Full name, sex, home address and date of birth of each child
- Name, address and telephone numbers of all parents and emergency contacts
- E-mail address

- Name, address and telephone number of the child's doctor, dentist and health worker
- Names of siblings / position in the family
- An indication of the parent with whom the pupil normally resides and whether there are any residency orders
- The name and address of the school last attended, if any. Once accepted the school will request further records from the previous school
- Details of health and development and details of allergies
- Parental concerns and child's starting points
- Details of any special educational needs or disabilities

ATTENDANCE

We expect children to attend school full time however, where necessary some students will have a reduced timetable. Where a student's attendance is giving cause for concern the school will request a meeting with parents. The Principal will in certain circumstances be prepared to negotiate attendance depending on individual circumstances. These may involve restricted hours due to the personal needs of the child. In addition, the Principal will consider absence for those who are 'working or competing'. Absence is at the discretion of the Principal and permission must be sought in writing. If pupils are receiving some of their lessons under the regulation: an 'education otherwise' (home flexi schooling or tutoring on set) the responsibility lies with the parent to see that the education is sufficient and at an appropriate level, the local authority has a duty to monitor the arrangement and the school will report progress to the authority on request of information. Where the local education authority requests attendance figures the school will supply these on the forms supplied.

EQUALITY

We aim to encourage applications from candidates from all backgrounds which enriches our school community. We monitor the gender and ethnic background of children joining the school to ensure that our procedures and approach are welcoming and inclusive.

Hurst Lodge is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation, gender or social background.

Bursaries are offered in order to make it possible for as many as possible who meet the school's admissions criteria to attend the school. Our provision for bursaries is described in our separate policy called bursaries and scholarships.

PUPILS WITH ADDITIONAL NEEDS OR DISABILITIES

We welcome pupils with special educational needs and disabilities, providing that they can access our curriculum and that we are able to make provision to meet their needs. The acceptance of the child should not impact on the education and welfare of those already attending the school.

Where a Local Authority places a pupil with an EHC Plan at Hurst Lodge they retain responsibility for ensuring the provision specified in the child's EHCP. They are also responsible for paying fees. This does not prevent a parent placing the child at the school if the Local Authority is not prepared to fund the place, however the parent will become responsible for the fees and the costs of all associated support. If a child with an EHCP is placed by either the Local Authority or the parent, the EHCP will be reviewed annually (earlier if necessary) to ensure that the school can continue to meet the needs of the child as set out in the EHCP. It remains the responsibility of the local authority and not the school to review the EHCP. The provision available for all students with special needs whether they have been issued an EHCP or not, will be reviewed regularly to ensure that all children have access to the curriculum and are receiving adequate support.

For children with EHCP's we ask that the EHCP and all associated reports are submitted to the SENCo for consideration in the first instance. If it is felt that we may be able to meet the child's needs parents will be invited in for a meeting to discuss the process further.

Where a pupil has an Educational Health Care Plan the school needs to ensure that it is able to make provision set out in the EHCP. This may be the main school or our Forest additional support classes. If it is felt that the school cannot support the pupil in any of the provisions available or that the placement could negatively impact the effective education of others, then unfortunately a place will not be offered.

We welcome pupils with physical disabilities provided that they are able to cope with our site. However, we advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with Hurst Lodge before they apply for entry so that we can make adequate provision for him/her. Parents must provide a copy of an Educational Psychologist's report, Specialist Teacher Assessment, Professional's Report, or a medical report to support their request for any special arrangements.

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

THE ASSESSMENT PROCESS

For children entering the school parents are asked to attend an introductory welcome meeting to advise us of any needs the child might have. Children are invited to attend a morning or several mornings to ensure that they are comfortably introduced to the setting. Any reports on the child should be shared with the school as per the main admission criteria.

Assessment for all pupils is made on the basis of a school report, reference and/or interview. EHCP or recommendation.

We strongly advise potential pupils to come and spend some taster sessions with us so that we can make a full assessment

For those children hoping for a place in our Forest provision, a separate interview and assessment will be undertaken to ensure that the unit is able to cater for the child's needs. For further information please contact our Lead SENCo Laura Orme lorme@hurstlodeschool.co.uk

RELIGIOUS BELIEFS

Although Hurst Lodge is non-denominational, the school has Christian roots and we do not select for entry on the basis of religious belief.

SAFEGUARDING

Where a matter arises that falls under safeguarding the school is not required to seek parental consent for referral to statutory agencies (Safeguarding Policy).

OFFER AND ACCEPTANCE OF A PLACE

Once the completed Registration Form and fee is received, the child's name will be added to the relevant class group list. There will be circumstances where a child might be placed in a year group contrary to their age and this will be discussed at interview prior to offer of a place. Places may be offered to pupils out of year group. We retain the right to withdraw an offer of placement if relevant information regarding the child has been withheld from the school. Where a child is being placed by the Borough, after consultation they will confirm with the school that they wish to take up the place offered.

SCHOOL'S CONTRACTUAL TERMS & CONDITIONS

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

FEES

We are an independent school and as such charge fees for tuition and sundries. We offer a bespoke package for each child as an individual and as such, fee information is available from the Bursary once your child's needs, if any, have been assessed.

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 or is available on the website.