Admissions Policy



|  |  |  |  |
| --- | --- | --- | --- |
| N GAGE | Headteacher | Date: | 31/1/2023 |
| J GODDARD | CEO | Date: | 31/1/2023 |

**Contents:**

[Statement of intent](#_Statement_of_intent_1)

1. [Legal framework](#_Legal_framework_1)
2. [Roles and responsibilities](#_Roles_and_responsibilities)
3. [Admissions procedure](#_Admissions_procedure)
4. [Oversubscription criteria](#_Oversubscription_criteria)
5. [The admissions register](#_The_admissions_register)
6. [Monitoring and review](#_Monitoring_and_review)

## **Statement of intent**

A student’s education is one of the most important parts of their life, and at Dovecote School we endeavour to ensure all students have access to a robust and well-rounded curriculum. This policy outlines the school’s procedures for admissions. The process is fair and in-keeping with the school’s obligations under the Equality Act 2010 and the Education Act 1996. The school promises to provide all admitted students with a safe environment to learn and develop.

# Legal framework

* 1. This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:
* Education Act 1996
* The Education (Independent School Standards) Regulations 2014
* The Education (Student Registration) (England) Regulations 2006
* Equality Act 2010
* Robert Long (2019) ‘Independent Schools (England) (Briefing Paper)’
* DfE (2022) ‘The Independent Schools Standards’
  1. This policy operates in conjunction with the following school policies:
* **Attendance and Absence Policy**
* **Equal Opportunities Policy**
* **Data Protection Policy**

# Roles and responsibilities

* 1. The school is the admissions authority and is responsible for establishing fair admissions arrangements for potential students which are in line with the Equality Act 2010.
  2. The **CEO** and **headteacher** will collaborate to agree on set admissions arrangements for the school.
  3. The **headteacher** is responsible for establishing the admissions arrangements for the school within this policy.
  4. The **headteacher** will ensure this policy is approved by the **CEO** before being circulated to key stakeholders.
  5. The school will ensure all provisions are fair and do not discriminate against any protected characteristic.
  6. The school will ensure any appeals made on the grounds of discrimination against disability will be handled by a tribunal.

# Admissions procedure

* 1. All applications to the school will be made via the local authority.
  2. The **Parent pack** will be completed by parents and submitted to the school prior to the student’s start date.
  3. Any questions regarding the form or the admissions process in general will be answered by the **headteacher or CEO**
  4. The school will ensure students with SEND are supported where possible and the school will not use a student’s SEND as a reason to not admit the child.

# The admissions register

* 1. The school will keep up-to-date admissions register of students in attendance at the school.

# Monitoring and review

* 1. This policy will be updated **annually** by the **headteacher**.
  2. All changes to the policy will communicated with all relevant stakeholders.
  3. The next review date for this policy is 31st January 2024.