



GATEWAY SCHOOL
— GREAT MISSENDEN —

Admissions Policy

This policy applies all pupils in the school, including those in the EYFS

bellevue

Reviewed by
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August 2024

Next Review August 2025

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Admissions and Entry Procedure – Gateway School

Gateway School and its EYFS setting is a community which recognises each individual's needs and in which the talents and abilities of children and adults are encouraged. The care for each child is central to the school's aims and provision and as a caring and welcoming community. Our curriculum and pastoral approach fosters the individual's sense of identity and awareness, alongside the important role they play as part of the community. This recognition and appreciation of individuality is central to the school's ethos and is reflected in the procedures through which we welcome, admit and induct children and their families into our community.

The purpose of this policy is to enable the school to welcome, identify and admit children who will benefit from the education offered at Gateway School and who will contribute to and benefit from the ethos and activities of our school community. We will only admit a child and their family who meet these criteria.

Equal Opportunities

We welcome children from many different ethnic and racial groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our school community and the rights and freedoms of others. The School is committed to being an Equal Opportunities Education provider and is committed to equality of opportunity for all members of the school community. The school recognises and accepts its responsibilities under the law, in line with the 1976 Race Relations Act and in line with the Equality Act 2010; all candidates for admission will be treated equally, irrespective of their, or their parents' age, gender, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race or ethnicity, language, religion or belief, national or social origin, sexual orientation, property, birth or other status. We expect all of our pupils to attend all assemblies and outings, and to take full part in compulsory aspects of the curriculum. This is in line with the Gateway School's Equal Opportunities and Anti-Discrimination Policy.

Special Education Needs and Disability (SEND)

The School currently has finite resources for pupils with SEND and will do all that is reasonable to comply with its legal and moral responsibilities under equality legislation in order to accommodate the needs of pupils with SEND for which, with reasonable adjustments, the School can cater adequately. Within this the School will consider the needs of existing pupils, so that they are not disadvantaged. The physical layout of the site and buildings may restrict the movement of individuals with particular difficulties with mobility. The School has a three year plan in compliance with the Special Educational Needs and Disability Act 2001

The School defines a reasonable adjustment as one which can reasonably be undertaken within the normal staffing, facilities and resources of the School. Where the School needs to draw on additional expertise or resources, the cost will be passed on to parents or carers. The School needs to be aware of any known SEND which may affect a child's ability to participate in the admissions procedure and take full advantage of the education provided at the School, if enrolled.

Parents or carers of a child who has any SEND should provide the School with full details **prior** to the admissions procedure at registration, or subsequently before accepting the offer of a place. The

School require this information so that, in the case of any child with particular needs, the School can assess those needs and consult with parents or carers about the reasonable adjustments which can be made to ensure that the application procedure is accessible for the child and the School can cater adequately for the child's needs, should an offer of a place be made. A failure to disclose full details may result in the withdrawal of a place.

The School will do all that is reasonable to ensure that the information and application procedure is accessible for candidates with SEND and will make such reasonable adjustments as is necessary. For example, the School may be able to provide an examination paper in large font for a visually impaired pupil. Similarly, if any Special Educational needs or disabilities become apparent after admission, the School will consult with or guardians about reasonable adjustments that may allow the child to continue at the School.

Where specific needs are identified and can be met with 'reasonable adjustment' by the School there will be no additional costs for support. Where it is deemed most appropriate for intervention from outside resources, the cost for these services will be the responsibility of the parents or carers.

Joining Gateway School

Application: To apply for a place, please complete and sign the Registration Form. The Registration Form must be signed by both parents and then returned to Gateway School together with a registration fee of £75 per child. The registration fee is not charged for those accessing the 15 Early Years Government funded hours only. On receipt of the Registration Form for your child, together with the registration fee, the school will place your child's name on the General Waiting List for the term in which they expect to enter Gateway School. However, this does not guarantee your child a place.

Preschool Admissions: Children may start at Gateway School on the day after their second birthday. Children who are aged 2, must attend for a minimum of two sessions per week, arranged over two mornings. Children who are aged 3 and above must attend for a minimum of four sessions per week, arranged over four mornings, from the start of the term following their 3rd birthday. (Unless attending a funded hours only place.)

Children may attend for Term Time only sessions (35 weeks) or Extended Provision (47 weeks). This must be booked a term in advance.

Waiting Lists: Once a child is registered they are added to the waiting list for that year; usually positions on the list are allocated on a first come first served basis, subject to the following criteria being given precedence

- A child with an existing sibling within the school wishes to join
- A family with more than one child who wish to join
- A member of staff wishes that their child join the school
- A child who has previously attended the school wishes to re-join

School Visits: Parents may view the school on Open Days or on tours of the school which take place upon arrangement with the school office. Prior to admission children joining Preschool or Reception spend a session in the setting, while older children will spend a full day in the school for

assessment and familiarisation.

Assessment: If you are applying for a place other than Preschool or Reception, your child will spend a day at the school. During the day they will:

- join an age appropriate class and complete an academic assessments and observations
- have lunch with us, enjoy playtime with their peers and attend any specialist lessons or activities the class is involved with that day

The school will also require your child's last school report, Early Years Profile information or Two Year Old Report. On occasion, your child's existing school may be contacted for further information on your child's academic and social progress. Following receipt of this information and a discussion with the Head Teacher, a formal offer will be made.

Pupils Applying from Abroad: Individual arrangements will be made for families applying to join the school from abroad.

Not Offered: Should your child not be offered a place following their visit to the school, their name may remain on the General Waiting List, in which case your child will be considered for a future place.

Sibling Policy: The school offers siblings priority for entry to the school, but the onus is with parents to inform the school of any siblings they may wish to be considered for entry.

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.

The typical class size within the school is around 18. In the following circumstances the class may expand by additional children:

If the Year Group is oversubscribed, and we have to decide between two or more candidates who meet our admission requirements after all appropriate allowances and special consideration has been given, we may give preference to:-

- A child with an existing sibling within the school wishes to join
- A member of staff wishes that their child join the school
- A child who has previously attended the school wishes to re-join

Oversubscription: If the School is oversubscribed. If we have to decide between two or more candidates who meet our admission requirements after all appropriate allowances and special consideration has been given, we may give preference to:-

- A child who already has a brother/sister in the school or whose parent is a former pupil here
- A child whose parent is a current member of our staff;
- A child with a particular skill, talent or aptitude.

Offer and Acceptance: If the school offers your child a place a confirmation letter along with an Acceptance Form will be sent to you. To accept the offered place a completed Acceptance Form, signed by both parents, along with a copy of your child's birth certificate should be sent to the School Office. A deposit is also required to secure the place; details of the deposit are outlined

within the offer letter.

Deposit and Cancellation: Please refer to the School's Terms and Conditions for information as to how the Deposit will be held and in what circumstances it will be refunded. Further information is also provided in the Terms and Conditions about cancellation of a place that has been accepted.

Early Years Funding

Please see appendix A.

Exclusion: In registering your child for a place at the school you are agreeing to abide by the school's regulations and policies and to ensure, in so far as is reasonably practicable, that if your child is offered a place at the school they will be both diligent in their studies and responsible in their attitude and behaviour. Should this become a problem we will make every effort to counsel your child and yourselves and encourage them to modify their behaviour. However, you must accept that it may become necessary for your child's place at the school to be withdrawn and for them to be educated at a school which is more appropriate to their needs. The Head teacher's decision in this matter will be final. Further details are available in the Exclusions Policy (available from the school office).

School's Terms and Conditions: This admission policy must be read in conjunction with the School's Terms and Conditions by which all parents and pupils must abide in relation to treatment of staff, pupils and other parents at the school.

Appendix A

Early Education Funding in Preschool

All children are entitled to attend a Government funded part time early education place from the term after their third birthday until they start school, up to 38 weeks per year (570 hours per annum).

We do not offer the two year old funding. We offer a limited number of places for parents who wish to access the 15 funded hours only. Those parents accessing the 15 funded hours only will not be required to pay a registration fee and should any deposit have been paid, it will be refunded within six weeks of the child joining the school.

At Gateway School we offer 15 hours per week over three mornings (five hours per session 8.00-13.00) for the entitlement. Consumables such as lunch, snacks and specialist teaching during this period are chargeable. If you have difficulty paying this charge please speak to the Finance Manager.

Please note that the Early Education Funding provision at Gateway is for 35 weeks per year. Parents may access their entitlement of up to 15 hours per week by signing up to the Term Time only provision (35 weeks). Fees for any additional hours above the funded 15 hours, will be charged at the same rate as for private hours.

Parents are still able to sign up to the Extended Provision (47 weeks) in Preschool but this will be charged at the school's standard rate.

We do not offer the 30 hour funding, however if parents are eligible for 30 hours funding with another setting and wish to use 15 hours with us, parents must register their eligibility with HMRC and if parents fall out of eligibility they will be liable for private fees at the school's standard fees rate.

Fee payments are due on or before the first day of each term, in the event of a late payment, interest or late payment fees may be charged. Preferred method of payment is via BACS, details of which are on the termly invoice. A full term's notice is required in writing.

Children are admitted to the Preschool in accordance with our school admissions policy. All 3-4 year old children in Preschool are eligible for Early Education Funding, if space is available.