GATEWAY SCHOOL
GREAT MISSENDEN

# Admissions Policy

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

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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 the Equality Act 2010. Within this the school will also note the Department for Education's draft statutory guidance Supporting children and young people with medical conditions and allergy (March 2026) and statutory guidance Allergy safety in schools (July 2026). 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 School 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.

**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.

**Preschool**

Children may join the Preschool at Gateway School from the term after their second birthday. A minimum attendance of either 4 mornings or 2 full days per week is required for all children in the Preschool.

The School accepts government funded hours for both 2- and 3-year-olds, in line with current entitlement.

Key Information About Funding at Gateway

We offer 15 hours of universal funding entitlement for 3 & 4 year olds; see our EYFE policy on our website for our admissions criteria regarding funded places.

**Assessment**

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

- join an age-appropriate class and complete 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, social and behavioural progress.

Following receipt of this information, a discussion with the Headteacher, and consideration of what has been observed during the taster day, a formal decision will be made regarding the offer of a place.

**Pupils Applying from Abroad**:

Individual arrangements will be made for families applying to join the school from abroad.

**No Offer**

This decision will be based on the information provided by parents, references and reports from the current setting, and observations made during the assessment or taster day.

**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.

**Class Size**

The typical class size within the school is around 18 pupils. In certain circumstances, the class may expand by additional children, subject to the School's ability to maintain the quality of provision and appropriate levels of support.

**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 who has previously attended the school and wishes to re-join

- 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

**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 there be concerns in this area, we will make every effort to counsel your child and yourselves and put in place a support or intervention plan to encourage your child to improve their behaviour inline with the school's expectations. 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 the school which is more appropriate to their needs. The Headteacher's decision in this will be final. See the School's Exclusions Policy.

**School's Terms and Conditions**

This admissions policy must be read in conjunction with the School's Terms and Conditions by which all parents or carers and pupils must abide in relation to treatment of staff and pupils at the School.