



FAIRSTEAD HOUSE



Admissions Policy

Whole school		WEBSITE
Statutory?	Yes	
Reviewed	September 2023	
Next review	October 2025	

1 INTRODUCTION

This Policy is advisory only. It has been authorised by the Board of Governors of King's Ely and is addressed to prospective parents and pupils and to all members of the Teaching and Support Staff.

At Fairstead House, part of the King's Ely family of schools, our overriding policy regarding admission to the school is that we judge that the pupil will thrive in the context of the learning environment and curriculum we offer, and the underpinning ethos of the school. We seek to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. The School caters for pupils with a range of academic ability and will consider applications from all pupils, including those with special educational needs and/or disabilities. However, the School would not accept a pupil for whom, in the opinion of the Head/Principal, the environment or courses available would be inappropriate and therefore likely to cause the pupil distress, or where the pupil would be unable or unwilling to benefit from the education provided.

2 ADMISSION PROCEDURES

Method of application is by completion of a Registration (Pupil Application) Form and payment of the appropriate non-returnable Registration Fee in force at the time of registration.

Entry into Fairstead House Nursery (Age 1-4)

In Fairstead House Nursery, the majority of children begin in Foals, after turning 12 months of age. A place is offered following registration and a successful visit to the Nursery, accompanied by a parent/guardian. It is anticipated that most children will progress through the Nursery to Reception, subject to them meeting their developmental milestones. Children are also able to join at any time where space is available and following a successful visit, during which informal assessment of the child will take place. Subject to continued personal progress and appropriate levels of academic achievement, existing Fairstead House Nursery pupils will progress to Fairstead House for Reception.

Entry into Fairstead House School (Age 4-11, Years R-6)

Most entrants are at Reception although children may be admitted to other years where spaces are available. Pupils are assessed using age standard computer-generated adaptive tests in Maths, English and Reasoning, a report from the candidate's current school and an interview with the Head. All entrants also undergo a dyslexia screening test. Alternative tests may be used for those for whom English is not their first language. Children may be asked to spend the day in school to allow assessment of their social skills and for them to assess the School; offer letters are sent out once the testing period is over. Tests may be held at times throughout the year where there is space within a Year group. Where special educational needs have been identified, the Head of Learning Support will also be involved in the assessments. Parents are asked to declare any SEN requirements at registration or before, supported by relevant documentation to ensure that any assessment is fully informed. The school reserves the right to decline a place if a parent has chosen not to declare relevant information.

3 SPECIAL CIRCUMSTANCES

The School recognizes that a candidate's performance may be affected by particular circumstances, such as:

- If the candidate is unwell when taking tests or has had a lengthy absence from his/her school;
- If there are particular family circumstances, such as recent bereavement;
- If there is a relevant educational history, for example education outside the British system;
- If the candidate has a disability or specific learning difficulties;
- If English is not the candidate's first language.

In such circumstances, the School may request further information, such as a medical certificate or educational psychologist's report, as the School considers necessary to make a fair assessment. Any associated correspondence or details from the candidate's current school is welcomed. This could include a letter from the Head Teacher or samples of work.

4 ADDITIONAL FACTORS AND THE WAITING LIST

If the School has to decide between two or more candidates for a single place who both meet the School's admission requirements after all appropriate allowances and special consideration has been given, the School may give preference to a candidate in the following order:

- who already has a sibling presently a pupil at King's Ely family of schools;
- whose parent is a former pupil of Fairstead House;
- whose parent is a member of the Teaching or Support staff currently employed at King's Ely;
- by date of original registration.

Where any year group is oversubscribed for places, a Waiting List may be held. When a space becomes available, preference will be given to candidates according to the order listed above.

5 OFFER OF PLACES

Places are offered to successful candidates in accordance with the King's Ely Terms and Conditions and the HMC/IAPS Code of Practice available upon request from The Admissions Office. An offer of a place should be accepted within four (4) weeks of the date of offer or by the date otherwise specified. After that time the School reserves the right to offer the place to other candidates on the Waiting List. Parents are required to sign the School's Terms and Conditions which form the basis of a legally binding contract between the parents and the School and which sets out clearly the basis on which the offer of a place at the School has been made and is being accepted.

Admission occurs when the parents accept the offer of a place by signing and returning the Acceptance Form and the payment of the Acceptance Deposit (and the Additional Deposit as required). Entry occurs on the date when the pupil attends the School for the first time under these Terms and Conditions.

Admission and entry will be subject to the availability of a place and the candidate satisfying the admission requirement in place at the time.

Parents must disclose to the School as soon as possible any particular known or suspected circumstances relating to their child's health, allergies, physical and mental impairment disabilities, learning difficulties or disabilities or special educational needs.

The School reserves the right to withdraw the offer of a place at any time if circumstances arise whereby a pupil's entry may compromise the welfare or safety of any member of the School community, the orderly operation of the School or the reputation of the School.

In all matters regarding Admissions, the Head and/or Principal's decision is final.

6 EQUAL OPPORTUNITIES

King's Ely and Fairstead House welcomes children from many different ethnic groups, backgrounds and creeds. The School is committed to a policy of equal opportunities and equal treatment for all pupils, parents and staff. The School's Equal Opportunities Policy provides that all candidates for admission are treated equally and will not be inappropriately discriminated against irrespective of their or their parents' gender, race (including colour, nationality, ethnicity or national origin), religion or belief, political or other opinion, sex and sexual orientation (actual and perceived) or social, cultural and linguistic backgrounds.

7 ENGLISH AS AN ADDITIONAL LANGUAGE

Candidates for whom English is an Additional Language are assessed for their standard of English during the admission process where appropriate. Additional Language support is provided by the School at parents' expense for those pupils who need it to assist them to access the appropriate curriculum. An offer of a place at the School may be conditional on Additional Language support being taken up. The School will consult with the pupil and parents as appropriate.

8 DISABILITY, LEARNING AND SPECIAL EDUCATIONAL NEEDS

As detailed in the King's Ely Disability Policy and Accessibility Plan, and its Additional Learning Needs and Special Educational Needs Policy, the School is fully committed to making any reasonable adjustments, including the provision of additional support and aids, that will allow a disabled child entry to the school and to access its curriculum. The School has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 and the Code of Practice for Special Educational Needs and Disabilities 2014 (updated May 2015) to accommodate the needs of any applicants who have disabilities, and including those children with an Education, Health and Care Plan, for which, with reasonable adjustment, the School can cater adequately.

The School must be made aware of any known learning difficulty/disability, other disability or special educational need which may affect a child's ability to take full

advantage of the education provided at King's Ely family of schools. Parents of a child who has any learning difficulty/disability, other disability or special educational need, or an Education, Health and Care Plan should provide the School with full written details at the time of Registration, or subsequently before accepting the offer of a place. The School needs this information in order to assess the needs, consult with parents about the adjustments which can reasonably be made to cater adequately for the child's needs both during the admission process and, if an offer of a place is made, for their time at the School.

If your child has need of any adjustments in relation to the entrance procedure or visiting the School, these requirements should be put in writing to the Admissions Office who will schedule a meeting with the prospective disabled pupil and their parents to discuss the request for special arrangements. The School may adapt its admission procedures in order to take account of a prospective pupil's learning difficulty/disability, other disability or special educational need.

If learning difficulty/disability, other disability or special educational need, or an Education, Health and Care Plan become apparent after Registration, the School will consult with parents about reasonable adjustments that may allow the pupil to continue at the School.

The offer of a place may be conditional upon additional learning support lessons or such adjustments or aids as the School may determine to be necessary being taken up by parents, which may be at additional cost. The Fees Sheet details the additional cost of One to One Learning Support lessons.

9 GUARDIANS

A number of pupils join the School from overseas. The School does not accommodate any pupil during the published school holiday periods. The parents, if resident outside the United Kingdom, must appoint an education guardian for the pupil in the United Kingdom before entry. The guardian must be given legal authority to act on behalf of the parents in all respects and to whom the School can apply for authorities when necessary. The appointed guardian must be aged 25 years or older. The School cannot accept responsibility for the pupil when he/she is in the care of the parents or the guardian. The parents or the guardian must make holiday arrangements, including travel to and from the School, in advance. The responsibility for choosing an appropriate guardian rests solely with the parents. The parents are responsible for satisfying themselves as to the suitability of a guardian. The parents shall immediately, on appointment, provide the School with up to date contact details for the appointed guardian and shall immediately notify the School of any changes to those details.

10 PROGRESSION THROUGH THE SCHOOL

It is assumed that on entry to the School a pupil will, subject to conduct and satisfying the relevant criteria for progression through each stage, progress through the School. However, in accordance with the School's Terms and Conditions, progression from one year to the next should not be regarded as automatic. An annual review of progress, conduct and attitude to learning may take place to assess whether progression is in the pupil's best interests. Parents will be given as much advanced warning as possible of the need for a review so that the requirements for notice period may be met.

Unless the pupil will be leaving at the end of Year 6, the Parents must give a Term's Notice in writing (i.e. before the start of the Summer Term) in accordance with the provisions about notice in the School's Parent Terms and Conditions or as set out in the offer letter if they do not intend the Pupil to proceed to the next year at the School, or a term's Fees in lieu of Notice will be payable.

11 ACCEPTANCE DEPOSIT

The Acceptance Deposit for all sections of the School is £300.

12 FURTHER INFORMATION

It should be noted that the School's Terms & Conditions are posted on the School's website and made available to parents as part of the admissions process.

It is believed that the website and information relating to the School, the curriculum offered and admissions process are accurate; however, parents are asked to check any information upon which they wish to rely when applying for a place for their child.

This policy should be read in conjunction with the following other school policies:

- Additional Learning Needs and Special Educational Needs Policy;
- Disability Policy and Accessibility Plan;
- Equal Opportunities and Diversity Policy;
- English as an Additional Language (EAL) Policy.