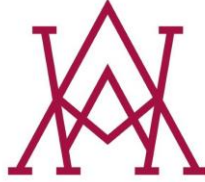


COGNITA



AKELEY WOOD
SCHOOL

Admissions Policy

September 2018

1 Policy Statement

- 1.1 We welcome applications for admission from pupils of all backgrounds. We admit pupils with a special educational need and/or disability provided both parents and school conclude that we can provide appropriately for the child's specific needs.

2 Enquiries

- 2.1 All enquiries and applications should be made to the Admissions Registrar. The Admissions Registrar will ensure that you have all the information you need.

3 Visits

- 3.1 Prospective parents are encouraged to visit to see the school in action and to meet the Headteacher. Two Open Mornings are held each year, one in September and one in March. In addition to these we hold monthly "Meet the Head" coffee mornings which provide an opportunity to tour the school on an informal basis and meet with the Headteacher. Please contact the Admissions Registrar to arrange this. The Headteacher is always happy to meet prospective parents outside of this time.

4 Registration

- 4.1 Following a visit, parents wishing to register their child should complete a Registration Form and return it with a payment for the registration fee. The registration fee covers the cost of administering the registration procedure, including the waiting lists and is non-refundable. Registration is an indication of interest and is not a guarantee of a place. Students are then invited to join us for a Taster Day (see para 5).
- 4.2 The school will respond to the receipt of the Registration Form by confirming that the child's name has been placed on the admission list for the relevant term and year. If the year group is fully subscribed, they will be placed on a waiting list.

5 Taster Days

- 5.1 We offer Taster Days as an opportunity for prospective students to experience life as an Akeley student. Numerous Taster Days take place throughout the year and information about these is on the school website and can also be obtained from the Admissions Registrar.

6 Transition through Year Groups

- 6.1 It is anticipated that all pupils will transition through the school and reap the rewards of the education on offer. Should this prove not to be the case, parents will be informed of any concerns at the earliest opportunity and at the latest before the end of the Spring Term if there appears to be any reason why the pupil may be refused a place in the subsequent year groups. In rare cases it may be that a pupil's progress, behaviour or inappropriate provision means that transfer to the next stage of the school is not deemed appropriate.

7 Admission to Other Year Groups

- 7.1 **For entry into Years 7 – 10.** Students are invited to spend a taster day in school. We also request copies of the most recent school reports and a reference from their current school. Following a successful taster day, where behavioural expectations are met and the student is able to access the education offered, the Headteacher will review the student's school reports and reference before offering a place.

7.2 For entry into Sixth Form.

Pathway 1: Three A-levels and EPQ:

Students should achieve a grade point average of 5.5 or above (ideally they should also attain grade 6 or above in the subjects they wish to pursue at A level), Some subject combinations will also require a grade 6 in Mathematics and / or English Language. A GCSE grade 8 is required to take Further Mathematics. International students entering Sixth Form must achieve an IELTS score of 5.5 before a place is offered.

Pathway 2: Two A-levels and EPQ

Students with a GCSE GPA below 5.5 may be considered for this pathway. They would also require grade 6 in the subjects they wish to study and supporting grades in Mathematics and English Language

8 Allocation of Places

8.1 In the event that the number of children registered for any year group exceeds the places available, the following procedure ranking will take place:

1. Looked after children
2. Sibling
3. Date of registration
4. Staff children

9 Offer

9.1 The parents of each applicant will be informed within two weeks of their child's taster day whether a place is being offered. The school will not be obliged to state its reasons for declining a request for admission. Sixth Form places will be confirmed on GCSE results day although conditional offers will be made subject to a student's results. A place is confirmed once a formal offer has been made by the school and a deposit has been received in return.

10 Waiting List

10.1 If no place is available, parents may place their child's name on the waiting list for the school. The school cannot guarantee when a place may become available.

11 Appeal

11.1 There is no appeal process for admission to the school. The decision of the Headteacher is final.

12 False Information

12.1 Where the school has made an offer of a place on the basis of a fraudulent or intentionally misleading application, which has effectively denied a place to a child with a stronger claim, the offer of a place will be withdrawn.

13 Overseas Pupils/Pupils with English as an Additional Language

13.1 We welcome pupils from a wide variety of cultural backgrounds, including overseas pupils and those with English as an Additional Language (EAL). Children entering the School must have an appropriate working knowledge of English (as assessed by our International Student & EAL Coordinator) and parents must be committed to supporting further English study at their cost, if necessary.

13.2 Overseas pupils are required to have a guardian who is resident in the UK and who can act on behalf of the parents, if required.

14 Equality

- 14.1 The school pays due regard to the Equality Act 2010 and reasonable adjustments are made for pupils with special educational needs and/or disabilities.
- 14.2 Subject to our entry requirements being met, we welcome pupils with special educational needs or physical disabilities. We advise parents of children with special educational needs and/or physical disabilities to discuss their child's requirements with the school before registering for a place. This will enable the school to determine whether the school can make reasonable adjustments to ensure that the child can flourish as a learner. Where necessary, parents will be asked to provide a copy of an Educational Psychologist's report, IEP, EHC, or a medical report and the school may need to discuss provision with external agencies. The cost of such reports is the responsibility of the parent. Where specific provision is required, parents may be asked to pay an additional charge to meet these needs (staffing and/or resources). In some cases, the school may receive funding from the local authority to provide additional support.

15 Admissions Register

- 15.1 The school maintains an Admissions Register in line with regulatory requirements. See Admission, Attendance and Children Missing from Education Policy for further detail of statutory requirements.

Admissions Policy

Ownership and consultation	
Document sponsor (role)	Director of Education
Document author (name)	Simon Camby
Consultation – Oct 2016 (Original policy)	The following schools were consulted: Cumnor Boys School, Colchester High School, Clifton Lodge Prep School, Duncombe Prep School, Kings School, Kingscourt School, Meoncross School, and North Bridge House Senior School.
Consultation – May 2017 (Review)	The following schools were consulted as part of review: Akeley Junior, Kingscourt, Southbank Westminster, Meoncross, Downsends Ashted Pre-Prep, Clifton Lodge Prep School. Representative of Education Team – Robin Davies, ADE.

Audience	
Audience	Parents of pupils at Cognita schools School staff

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Wales	Yes
Spain	No

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Signed	Simon Antwis / Sam Chambers