



# Admissions Policy

## Introduction

Northleigh House School is an independent school and operates under a Board of Trustees. This policy is in line with government legislation and is designed to ensure there is a fair admissions procedure for all applicants, and to help guide parents and their children through the application process.

Northleigh House School deals with applications for admittance in strict order of receipt and is dependent upon whether a place is available.

Northleigh House is a non-selective independent school which offers provision for school phobic secondary aged students who are unable to attend mainstream school due to anxiety.

The school works hard to maintain the exceedingly delicate balance of the student community therefore cannot cater for students who have acute special educational needs where the level or nature of the needs is beyond that of our staff and/or resources.

Admission and entry will be subject to the availability of a place and the student satisfying the admissions requirements.

The school operates an Equal Opportunities Policy and adheres to the Disability Discrimination Act.

## Admissions Procedure

### 1 – Initial Enquiries

Initial enquiries may be dealt with by the Head Teacher and/or our School Director. There is no formal entrance examination.

## **2 – Parent/Carer Meeting**

Parent(s)/Carer(s) are invited for an introductory meeting with the Headteacher. If the school can consider the enquiry further will be gathered from various agencies.

## **3 - Information Gathering**

All written data (school and specialist reports - educational psychologist, occupational therapist, outside agencies, etc.) will be gathered.

## **4 – Student Visit**

If the school thinks it is possible to have the student, then the student will be invited to view the school and meet the Headteacher.

## **5 – Assessment Period**

If after as much information has been gathered and the school feels that they might be able to meet needs, then an assessment period is offered – usually 12 days over 6 weeks, but longer, if necessary. Northleigh House School will reflect on the current composition and needs of the community prior to accepting new students.

If the assessment period is satisfactory, then a probationary place will be offered, subject to a successful review, following the first 6 months. If concerns are raised, an emergency review will be called to discuss whether the school can meet the individual student's needs.

All places at the school are always subject to the school being able to continue to meet the individual student's needs.

## **Changes to Admission Arrangements**

The admission arrangements for the school will change in accordance to national legislation and policy review. Parents will be informed of any changes being made.

Parents must notify the school immediately if there are any changes that may affect their child's application. Where the child has multiple addresses, the address given to the school should be the one where the child spends the majority of the school week. If it is an equal split, the parents can decide which address to give.

## Contacts

Northleigh House School, Five Ways Road, Hatton CV35 7HZ

Telephone Number: 01926 484203

Email: Head Teacher – [jill.cornfield@northleigh.co.uk](mailto:jill.cornfield@northleigh.co.uk)

School Director - Elaine Simmons – [elaine.simmons@northleigh.co.uk](mailto:elaine.simmons@northleigh.co.uk)

1. Authorised by: \_\_\_\_\_ Headteacher

Date: September 2016

2. Authorised by: \_\_\_\_\_ Chair of Trustees

Date: September 2016

Review Date: **September 2018**

## Parental Declaration

I/we certify that I/we am/are the person/s with parental responsibility for the student and that the information given is true to the best of my/our knowledge and belief.

I/we also understand that any false or deliberately misleading information given on my/our application and/or supporting paperwork, or any relevant information withheld may render this application invalid and could lead to the withdrawal of an offer of a school place.

I/we will provide additional information or documentary evidence in connection with this application if requested.

I/we understand that Northleigh House School will thoroughly check all details I/we have provided against records held by the Local Authority and other agencies. Additional information may be requested. If it is discovered that a place has been offered on the basis of a fraudulent or intentionally misleading application or supporting documents that offer may be withdrawn and could lead to legal action if necessary.

I/we understand that the information collected by the Local Authority (LA) from my/our application will only be used to help arrange admission to school in line with the LA and schools' admissions criteria and processes in accordance with the Department for Education School Admissions Code and that my/our information will be processed in accordance with the Data Protection Act.

Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_