NORTHLEIGH
"Overcoming barriers to learning"

Admissions Policy

2026-2027

Introduction

Northleigh (the 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.

The School deals with applications for admittance from local authorities, in strict order of receipt and is dependent upon whether a place is available.

The School 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 School Principal and/or a member of the Senior Leadership Team. There is no formal entrance examination.

2 – Parent/Carer Meeting

Parent(s)/Carer(s) are invited for an introductory meeting with either the School Principal and/or a member of the Senior Leadership Team. If the School can consider the enquiry further, information 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. Local Educational Authorities will usually consult with the School as to whether we are able to meet the needs of individual students.

4 – Student Visit

If the School thinks it is possible to have the student, then the parent/guardian and student will be invited to view the School and meet the School Principal and/or a member of the Senior Leadership Team. If time allows, we like to offer potential new students a taster day(s) so that they can familiarise themselves with Northleigh and how the School works on a day-to-day basis.

5 – Offer of Place or Assessment Period

If after as much information has been gathered, the School feels that they might be able to meet needs, then an offer of a place will be made, subject to sufficient funding. Northleigh House School will reflect on the current composition and needs of the community prior to accepting new students.

If concerns are raised about a current student after admission, an emergency review meeting will be called to discuss whether the School can still meet the individual student's needs.

If there is a limited amount of information available for the proposed new student, an assessment period may be offered, rather than a full place – usually 12 days over 6 weeks, but longer, if necessary. If the assessment period is satisfactory, then a probationary place will be offered, subject to a successful review, after the first 6 months.

All offers made for a place at the School are subject to an assessment period to ensure that a placement is right for the student. We recognise that the majority of potential students who are offered a place, usually have had some time out of the structure of a full-time educational setting. The School can operate a phased timetable to assist with transition, but it is anticipated that a full timetable will be in place by the end of the assessment period. After this assessment period it may be decided that continuing a placement at the School may not be appropriate and local education authorities may need to find an alternative provision.

All places at the School are always subject to the School being able to continue to meet the individual student's needs and appropriate discussion and/or meetings will take place with parents/carers and/or the local education authorities.

6 – Student Admissions Pack

The Student Admissions Pack should be completed in its entirety and returned to the School, addressed to Louise Hayward – Examinations/SEN Officer. Photographic and documentation identification is required prior to Admission for compliance with regulations and legislation. We can organise for a photograph to be taken or a passport style photography will need to be supplied by parents/carers.

- Parents will be asked to sign the Declaration below on our Student Admissions Pack.

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 the 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 based on a fraudulent or intentionally misleading application or supporting documents, the offer may be withdrawn and could lead to legal action.

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.

Changes to Admission Arrangements

The admission arrangements for the School will change in accordance with national legislation and policy review. Parents/carers will be informed of any changes being made.

Parents/carers must notify the School immediately if there are any changes that may affect their child's application. Where the child has multiple addresses, we will require addresses where the child may reside, any changes to these addresses should be notified to the School office.

Contacts

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Chair of Trustees – Viv Morgan – viv@northleigh.co.uk

Approved by Trustees and to be reviewed in September 2027