

ADMISSIONS POLICY

This Policy, which applies to the whole school including the Early Years Foundation Stage (EYFS), is publicly available on the School website and on request a copy may be obtained from the School Office.

Legal Status:

- Complies with the Education (Independent School Standards) (England) (Amendment) Regulations currently in force.
- Part 3 of the Students and Families Act 2014 and the *SEN Disability Code of Practice, 0-25 years 2014 (SEND Code 2015)*

Applies to:

- before and after school activities and all other activities provided by the school, inclusive of those outside of the normal school hours;
- all staff (teaching and support staff), the proprietor, volunteers and students on placement in the school.

Other relevant documents:

- Single Equality Policy
- Special Educational Needs and Disability Act (SENDA)
- Attendance Policy
- Inclusion Policy

Availability

This policy is made available to parents, staff and pupils in the following ways: via the School website, and on request a copy may be obtained from the School Office.

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Principal.
- The Proprietor (who is also the Principal) undertakes an annual review of this policy and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if changes in legislation, regulatory requirements or best practice guidelines so require.

Signed:

Date Reviewed: August 2018

Next review: August 2019

Mrs E McConnell
Principal and Proprietor

Pattison College is a small Independent School specialising in Dance, Music and Drama.

Places are limited to a maximum of 16 pupils per class, enabling each pupil to be treated as an individual, progressing at their own rate.

As a school which specialises in the performing arts, we will offer places to children most able to take advantage of the specialist tuition we offer. Whilst PE and Sport feature in the Prep School timetable, this is not the case in the senior school where pupils who have been here since the Nursery may be very proficient dancers. An individual timetable is devised at the start of each academic year to cater for each Senior pupil's

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interest and ability in Dance and lunchtime sport and running clubs or after school Zumba, for those less interested in Dance.

Pattison College recognises that some pupils have special educational needs whether that is because they require specific support related to learning difficulties or whether they are gifted. Our small classes allow for individual attention and enable pupils of all abilities to progress. There is not the funding however within the fee structure to allow for 1 to 1 support, and children with severe special needs, may be better served elsewhere. Parents are invited to discuss their individual requirements with the Principal to ascertain the extent to which the school can meet the individual needs of their child. No child is refused entry on the grounds of race, ethnicity, gender, religion or sexual orientation.

Pre Admission Arrangements

Prospective parents come and visit the school either with or without their child. They will usually be shown round by Mrs E McConnell , the Principal or if she is not available by Mrs T Hanks, the School Secretary. This is an opportunity to meet the staff and children and see what goes on at Pattisons.

The visit will include the whole of the Prep School for children of Early Years age as pupils stay on to further their education. From Years 3 and 4 Mrs McConnell will show parents not only the Prep but also the Senior School.

In Early Years the child comes for a morning session with a parent who stays as long as he or she wishes. In all other parts of the school the prospective pupils come for a whole day or even 2 or 3 days in the case of a pupil moving into Year 9, to ensure we are the right setting for them at this critical stage in their education. In the case of Year 6 pupils, so that they are familiar with all of the school buildings, their visit usually involves Art in the Senior School and Drama in one of the studios, as well as lessons with the Prep School form teacher.

Following the visit, if it is felt that the child has settled well and would benefit from what we have to offer, parents will receive a letter offering a place. That place is secured on completion of an Enrolment Form, payment of £375, £300 of which is deducted from the first term's fees and completion of the Home – School Agreement.

For more details please see the *Prospectus*, and the *website*.

Prior to the child's attendance at the school the parents or guardians must complete and sign the:

- *Enrolment Form*
- *Parent-School Contract*
- *Fair Processing/Data Protection Notice*
- *Outing Consent Form*
- *Internet Agreement.*

This provides Pattison College with the following vital information, and informs the parents of the basic standards of behaviour and the attitude towards teaching and learning that the school expects and requires.

- Name, home address and date of birth of each child;
- starting date;
- name, address, telephone numbers and emails of parents or guardians;
- emergency telephone numbers of parents or guardians;
- special diets;
- name, address and telephone number of the child's doctor;
- medical information;
- details of any allergies

Parents or guardians will also be asked to provide the school with any further information which they feel will enable us to take that best possible care of their children.

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Special Educational Needs.

Where a child who has an Education, Health and Care (EHC) Plan joins Pattison College, we will always consult with parents and, where appropriate, the Local Authority to ensure that the required curriculum is provided for as set out in the Plan, including the full National Curriculum if this is specified. We will also cooperate with the Local Authority to ensure that relevant reviews, including the annual review, are carried out as required by regulation and best practice. The school will make reasonable adjustments to meet the needs of children with EHCP. Any additional services that are needed to meet the requirements of the Plan or additional services such as dyslexic tuition will be subject to charge. This will be either directly to the parents or the Local Authority if they are responsible for the fees and Pattison College is named in the Education, Health and Care (EHC) Plan. Our school has a policy and procedures for children with *Special Educational Needs and Disabilities (SEND)*.

English as an Additional Language

Our school will make provision for children who have English as an additional language, (EAL) in the assessment procedure. We do not regard children as having a 'learning difficulty' solely because the 'language or medium of communication of the home is different from the language in which he or she is or will be taught' (Education Act 1996, Section 312(1), (2) and (3)). However, pupils for whom English is an additional language (EAL) will be provided with appropriate support provided. They will be assessed to gauge the support that may be needed in order to ensure equal access to the curriculum along with all other aspects of life at Pattison College. Our school has a policy and procedures for students requiring *English as an Additional Language (EAL)*.

The Principal and Proprietor of the school is Mrs Elizabeth McConnell whose address for correspondence during both term-times and holidays is Pattison College, 90 Binley Road, Coventry, West Midlands, CV3 1FQ. The telephone number on which the proprietor may be contacted at all times is 024 7645 45031 and the email address is office@pattisons.co.uk.