



Park School for Girls

Admissions Policy

This policy applies to the whole school, including the EYFS

Introduction

Park School is an academically selective day school for girls aged 4-16 years, maintaining an all-round approach to education.

Whilst the School seeks to promote accessibility, the School must feel confident that it will be able to educate fully any applicant in line with her potential and in line with the standards achieved by her potential peers. The applicant would be expected to support the schools, aims, ethos and expectations and show suitability to become a member of the School community.

Admission to the School is at the Head's discretion.

Aims

The School encourages applications from a diverse range of backgrounds and seeks to apply its admissions policy fairly in accordance with the Equalities Act 2010.

The School's policy is to conduct its admission on a fair and non-discriminatory basis. Reasonable adjustments will be made available in the entrance assessments if supported by an Educational Psychologists report or equivalent independent medical report, which is not more than two years old at the date of the examination. The School will usually seek from a candidate's school details of normal working provision and practice.

Admission will be subject to availability of a place and fulfilment of the current admission requirements.

Application Process

Applications for admission must be made on the school's Registration Form together with a registration fee of £40 which is non-refundable regardless of whether or not a place is offered. Following application, the admission process is as follows:

- Precedence is usually given to those children who have siblings in the School, who have family members who have attended the School and to the children of staff.

- Waiting lists are held in chronological order from the date a completed application is received and acknowledged by the school.
- Admission to Reception requires a meeting with the Head of the Preparatory School or Head Teacher.
- Admission to the Reception, Years 1 and 2 entails spending a day with the appropriate class during which time the class teacher also assesses the child. Admission into Years 3 – 6 entails spending the day with the appropriate class and completing a maths and English test.
- Admission to the Upper School (Years 7-11) requires an interview with the Head Teacher and a suitability test appropriate to the year group taken during a visit of at least one full day. These tests will include maths, English for admission into Years 7 – 9, as well as Science for admission into Year 10. The length of the visit may be extended, at the school's discretion to ascertain fully the suitability of a pupil applicant.

Those wishing to enter Year 7 in September will be invited to a taster day and will also be invited in to sit a maths and English test. For those wishing to be admitted to Year 10, consideration will be given to the correlation of GCSE subjects.

Offers

- Offers of a place in Year 1 upwards at Park School must be formally accepted by completing a Parent Contract and paying a deposit of £500. If the place is not taken up the deposit is forfeited.
- In the event that the child shall not take up the place agreed with the school then (and without prejudice to any other remedies which the school may have for breach of contract) the parent/guardian (or the person who signed the Parent Contract) shall be responsible for the payment of a full term's fees.
- In the case of a pupil leaving school the parent or guardian must give written notice of the pupil's removal to the Head Teacher at least a full term in advance.

Special Educational Needs and Disability

- The School will do all that is reasonable to comply with the Equality Act 2010 and will make reasonable adjustments to meet the needs of applicants with special educational needs and/or disabilities.
- Applicants must inform the School of any special educational needs and/or disability when submitting a Registration Form. Further information may be requested such as a medical certificate and/or the most recent Educational Psychologists report.

- If the School is unable to adequately cater for applicants with special educational needs and/or disabilities, after considering reasonable adjustments, applicants will be informed why an offer will not be made.
- The School welcomes staff and children from many different ethnic groups, backgrounds and creeds. Human rights are respected. The School will make all reasonable adjustments to ensure that children with disabilities have full access to the School's curriculum, culture, policies and procedures.
- The School's physical facilities for the disabled in the Preparatory School comply with regulations. The older buildings are not, at present, fully adapted. The School will, however, ensure that the School's culture, policies and procedures are made accessible to children who have disabilities and to comply with its legal and moral responsibilities under the Special Educational Needs and Disability Act 2001.

Gaining admission to Park School as a student from outside the European Union

- Where a student can provide verified documentary evidence that his/her parents have the right to reside and work in the UK admission can be considered. The school will make further checks to verify identity and suitability of the applicant before admission is confirmed.
- Where the parents of a student seeking admission do not have the right to reside or work in the UK, admission will not be considered.
- This policy will be kept under review by the Board of Governors.

This policy is reviewed annually by the Board of Governors.

Revised by the Head Teacher Mrs A Nicholas September 2018

Approved by Chair of Governors Mr Smith September 2018

Date for review September 2019