



## **ADMISSIONS POLICY AND PROCEDURE**

The River School is a fee-paying Christian Independent School, providing high quality education to children from 2 to 16 year olds.

The purpose of this document is to set out the policy and procedures for the admission of pupils to The River School, Worcester. It has been approved by the Board of Trustees for the Worcester Christian Education Trust.

### **STATEMENT OF VISION**

The River School was established in 1985 to provide a distinctive Christian education. We aim to provide a community where we seek to honour God with all our heart, soul, mind and strength, and to serve and love our fellow human beings as ourselves.

Consequently, we do not select or exclude pupils on the basis of their academic ability, their church affiliation or the socio-economic background of their families. We aim to value every individual as significantly made in the image of their Creator. We want to help them develop strong character qualities, realise their potential and discover their unique role in the world.

We will encourage and assist our pupils to enable them to achieve academic success in line with their potential. We will also provide opportunities for pupils to develop their character qualities. As such, our curriculum is designed to foster academic success; enrich personal and spiritual development; and creating citizens who will have a positive impact on society.

As a Christian school, it is expected that prospective families will support the Christian ethos as outlined in the school documentation and on the website.

### **ADMISSIONS**

Although there is no automatic right to proceed from the Brook Nursery to the main school, we welcome applications from all of our nursery pupils who we know so well!

Most students will join us in the Reception class and progress right through the school. However, we also expect year groups will expand as students pass through the school as other children join at different stages. Applications are therefore considered at any stage up to the end of Year 9.

Only in exceptional circumstances will pupils be admitted into Year 10 and 11.

It is strongly advised that any parents considering the school make the decision at the earliest opportunity.

## **ADMISSIONS PROCEDURE**

The following outlines the normal admission procedure for applicants to The River School:

- Initial contact, via phone/email or at one of the Open Days
- Initial Enquiry Form completed
- Parent and child visit the school and meet with the Headteacher (and SENCO if required\*)
- Agreement of fees
- TRS Application Form completed and previous year's academic report sent
- Non-refundable Registration Fee paid
- Taster days take place and the Headteacher contacts the current school or Nursery
- Formal application confirmed by the parent/carer
- Admissions Committee review application and notify parent/carer

\*It is often helpful if parents can bring any recent reports with them to the meeting with the Headteacher. In the case of a child with SEND, paperwork regarding their needs (e.g. Educational Psychologist, IEP, EHCP, Speech and Language) should be forwarded to the SENCO prior to the meeting.

During the application process, should it become clear to the school that they would be unlikely to be able to meet the needs of the child, then parents will be informed at the earliest opportunity so that they can seek alternative provision.

## **THE ADMISSION COMMITTEE'S DECISION**

The Admissions Committee considers each application on its merits in keeping with the Equalities Act 2010. They will take into account all the evidence gathered during the application process and the taster days. They will also consult staff who have taught the student.

The decision to accept or turn down an application will be based on the following criteria:

- Has the family and student clearly indicated that they support the ethos of the school, agreed the fees and completed all the necessary paperwork?
- Can the school meet the child's needs within the context of the school and peers? (See Appendix I)
- Will the admission of the student be compatible with the efficient education of others?

The River School will confirm the Admissions Committee decision, via a formal letter.

## **Deposits**

On acceptance of a place, a deposit will be required. This will need to be paid a term in advance, or earlier (e.g. by April 1<sup>st</sup> for a September start). Pupils accepted mid-year will be expected to pay the deposit immediately unless a prior agreement has been reached with the

Headteacher. The deposit will be returned when the child leaves the school, providing all fees are up to date.

## **APPEALS**

A sub-committee of Trustees and staff responsible for admissions will hear any appeals from parents who feel that they have not been dealt with according to the policy as outlined above. The decision of this committee in all cases will be final.

## **APPENDIX I**

### **APPLICANT WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES**

The Admissions Committee (which includes the SENCO) will consider whether the needs of the child can be met with reasonable adjustments and whether the child will be able to adapt and thrive in the classroom situation. This is consistent with the application process for all students to the school.

The River School has limited capacity to support children with SEND. Some pupils require educational and/or pastoral support over and above the normal entitlement provided to all pupils. As a general rule of thumb, the school aims to maintain a limit of children with SEND needs to approximately 20% of the intake in any one class or year-group in order to ensure that the needs of all of the children in the class/year group can be met. Applications will be considered on a case by case basis by the Admissions Committee. Although we are committed to supporting such children, the detriment of other pupils within the school has to be factored into the school's decision-making.

During the application process, should it become clear to the school that they would be unlikely to be able to meet the needs of the child, then parents will be informed at the earliest opportunity so that they can seek alternative provision.

Should parents provide incomplete or false information regarding their child's needs, then any offer of a place may be withdrawn.

The school site is not accessible for all children with disabilities. The school will accept children with disabilities provided the criteria for admissions has been met and that reasonable adjustments can be made to facilitate access for the child.