

# Langley Hill Independent School

## **Admissions Policy**

Date: September 2020  
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## **Amendments to this policy due to COVID 19**

The times of the school day are amended to those shown in the COVID-19 policy due to staggered drop offs, pick ups and the potential for a reduced timetable.

### **Introductory Statement**

Langley Hill Independent School (“the school”) is an inclusive non-designated school which welcomes children of all faiths and none. More information about the School can be found by visiting the website at [www.langleyhill.org.uk](http://www.langleyhill.org.uk)

The trustees of Langley Hill Independent School (“the trustees”) are the “admission authority” for the school, and is responsible for determining and implementing the admission arrangements.

The school is a Waldorf inspired school. The school accepts children with a wide range of abilities, operating a socially inclusive Admissions Policy that does not select children on the grounds of gender, race or religion.

The school believes that all children have individual needs, and aims to meet those needs as best as possible taking into consideration the child’s age, developmental stage and other circumstances. The school aims so far as possible to create balanced, mixed-ability class groups.

Applications are welcomed on behalf of all children. Decisions on admission of a pupil and assignment to a particular class take into account the needs of the individual pupil, the likely impact on other children in the class, the balance of the class group and the resources available to the school.

### **Definition of “Parent”**

In this policy, “Parent” is defined as including a natural or adoptive parent of a child (irrespective of with whom the child lives, or whether the parent has contact with or parental responsibility for the child), as well as non-parents who have care of, or parental responsibility for, the child.

### **The School**

The school is structured in two parts:

- **Kindergarten** (age 3-6)
- **Lower School:** Classes 1 to 8 (age 7-14)

Although the school aims to provide a complete education for every child admitted, admission to one part of the school does not guarantee admission to another. A child initially entering Kindergarten will need to undergo a further admissions process before being granted entry to the Lower School.

## **Admissions Criteria**

### **Meeting the Needs of the Individual Child**

Our aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing all our pupils for today's Britain.

The school, will consider applications on behalf of children with visual/hearing impairments, those looked after, those with medical needs and those with special educational needs. The school will make reasonable adjustments to accommodate the needs of an applicant child. However, on some occasions, our educational approach and means may not be suitable to provide for a child's specific needs. In such cases we will not be able to admit the child.

We are unable to define the exact circumstances under which we will admit children who may have special education needs. Every child's needs are unique and these will be properly considered. The school only caters for children who fall within an academic ability range which enables them to benefit from our rigorous and broad curriculum.

### **Assessment of Applications**

All applicants to the school are assessed for suitability by the following methods:

1. Consideration of the existing group of pupils in the target class and the likely impact of the new applicant were they to join the class.
2. Review of reports from previous schools (where applicable).
3. Formal assessment by our learning support specialists.
4. Interviews and/or observation of the child by the prospective class teacher and/or the learning support team.
5. In cases of a need to gain more information, the school may require a report from an educational psychologist before reaching a decision on a particular application.

### **Admissions Process**

Prospective applicants to the school should contact the Administrator in the first instance: [www.langleyhill.org.uk/](http://www.langleyhill.org.uk/). As our approach to education is distinctive, it is important that

parents understand our methods and educational philosophy, as a mutual understanding, of child development and our curriculum, between parents and the school is highly beneficial to pupils.

It is therefore important that parents attend an Open Morning or private tour before submitting a formal application available at [www.langleyhill.org.uk/apply](http://www.langleyhill.org.uk/apply).

Interviews will follow with teacher of the class applied for, and a learning support assessment will take place for both Kindergarten and Lower School applicants.

The applying pupil is assessed as described above, the application reviewed at the teachers meeting and a final decision is taken by the Principal.

Admission to Kindergarten is for a minimum of three sessions per week. Pupils at statutory schooling age, the equivalent of state sector Reception class, are required to attend five-days-per-week.

Parents must sign and return the school contract before their child can join the school.

### **Priority for Places**

Where the number of applicants of a particular age group exceeds the number of places available in the school, applications will be processed in the order they are received, subject to priority being granted to the following in the order listed:

1. Siblings of current pupils
2. Children of staff members
3. Other new applicants

Children who have left and may wish to return will be considered for admission along with new children.

### **Langley Hill Independent classes and their equivalents in the State sector**

The chart below is designed to show the order of the classes at the School, the ages of the children in each class and how these correspond with schools in the state sector. The cut off birth date for a class is 1<sup>st</sup> September. We regard the month of August as a borderline month and will look especially carefully at pupils with August birthdays.

<b>Langley Hill Independent School</b>	<b>Age</b>	<b>State</b>
Kindergarten Yr 1 and 2	3 – 5	Nursery & Reception
Kindergarten Yr 3	5 – 6	1
Class 1	6 – 7	2
Class 2	7 – 8	3
Class 3	8 – 9	4
Class 4	9 – 10	5
Class 5	10 – 11	6
Class 6	11 – 12	7
Class 7	12 – 13	8
Class 8	13 – 14	9

### **Acceptance of Place**

An offer will be made to successful candidates by the Admissions office and it will specify the start date, class and any special conditions attached to the offer. A fees schedule will be enclosed outlining fees payable and options of payment methods available. Parents must then sign and return the Acceptance of Place contract together with the correct deposit before the student begins at school.

### **Process for Appeals**

The school reserves the right to refuse admission if, on the basis of the above criteria, the school does not feel that the child's needs can be best met at the school without detriment to those already in our care. If you are not satisfied with the decision that we reach, you should put your appeal in writing to the Admissions Officer within four teen days of the date of our admissions decision. An appeal will then be heard within four teen days. Any decision reached by the Appeals Panel is final.

## **A Summary of the Admissions Procedure**

### **1. Application Form**

Please complete the application form found at [langleyhill.org.uk/apply](http://langleyhill.org.uk/apply). We ask that you provide as much information about your child as possible so we can be sure we can meet their needs responsibly.

### **2. Interview**

Once we receive your application, our Admissions Officer will contact you to arrange an interview. The nature of the interview will vary according to the age of your child. Parents are invited to attend a meeting with the Admissions officer and a senior teacher for all admissions.

### **3. Review**

The application will be reviewed by the admissions team before notifying the parent of the outcome of the application.

### **Times of the School Day**

Kindergarten – 8:30am – 1:00pm

Lower School – 8:30am – 3:30pm

Afternoon Club: Available to: Kindergarten from 1:00pm – 3:30pm

### **Policy Review**

This policy will be reviewed in full by the trustees no less than annually.