



Admissions Policy

Policy amended: August 2023

Presented to Proprietors: August 2023

Policy reviewed: August 2021, August 2022, August 2023

To be reviewed: August 2024

This policy is applicable to all pupils, including those in the Early Years Foundation Stage.

Key Personnel & Contact Details

The Headmaster: Mr Dominic Rhys Smith

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The Deputy Head: Mrs Jane Finch

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The Bursar: Mrs Charlotte Laurens

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The Admissions Secretary: Mrs Haley Halton

office@ruckleigh.co.uk

The School

Ruckleigh is a proprietary day school located in the centre of Solihull. We are an academically non-selective school which admits boys and girls aged three (Nursery) to eleven years (Year 6) of age from a wide range of abilities and backgrounds. The School aims to enable pupils to perform to the best of their ability and encourages interests that stretch pupils beyond the confines of the academic curriculum in order to develop well-balanced, confident individuals.

Ruckleigh is a non-denominational school, accepting children of all faiths and none. Pupils with special educational needs or disabilities are admitted to the School according to the same criteria as other pupils. The School will admit pupils with SEND. The School will not admit pupils where their needs cannot be met.

Admission at times other than at the beginning of the academic year can often be accommodated subject to availability of places.

Open Events

- Saturday 7th October 2023
- Saturday 27th January 2024



<https://www.ruckleigh.co.uk/opendays.html>

Admissions Procedure

1. Following an expression of interest, a prospectus pack is sent to the parents of a prospective pupil. Included in the pack is:
 - a. Welcome letter
 - b. General information regarding the school
 - c. Schedule of fees.
2. Once the prospectus has been received the parents may contact the school office to arrange an appointment for an interview, trial day and tour of the school.
3. Tours of the school are usually given by the Admissions Secretary, lasting 1 – 1½ hours, and incorporate different classes from each year group. This allows parents to view the working environment, to meet teaching staff, to experience the ethos and atmosphere of the School and to ask questions.

Admission to Nursery

Entry to the Nursery is in order of registration.

- After having seen the school, a Registration Form for a place in the Nursery may be completed and returned to the school office together with the Registration Fee.
- The parents' names, addresses and details of children will be added to the database.
- School will arrange for the child and parents to visit Nursery in the term prior to starting at the school.
- Pupils admitted to Nursery must be secure in their toilet training before they start school.

Admission to Kindergarten - Year 6

Entry to Kindergarten (Reception), Lower School (Years 1 and 2), Middle School (Years 3 and 4) and Upper School (Years 5 and 6) is generally at the beginning of the academic year although applications may be made at any time. The School will request references from any school currently being attended by a prospective pupil.

- Following a tour of the school, parents can arrange a suitable date for a taster day for their child. This is in order that the school and the child can assess each other. The child will participate in the activities of the class and an assessment of literacy and numeracy skills will take place during the day.
- Where this is not possible [for example due to Covid 19 or other government alert] a short assessment of literacy and numeracy skills will take place with the Headmaster after 4.15pm on/after the school day. Prospective EYFS candidates will be informally assessed by the Assistant Head EYFS
- The purpose of the assessment is to ensure that the school is the correct environment for the child and that s/he will benefit from the education offered, make a positive contribution towards the life of the school and that their admission would not be prejudicial to their peer group.
- If the child is to spend a day in school, parents will be informed of any equipment/snacks required.



- At the end of the taster day, the Headmaster will receive a brief report on the child's performance. Parents will meet with the Class Teacher concerned and Headmaster for a general discussion on the child's ability and suitability of the setting.
- The Headmaster will consider the present school reports and any references received looking to see evidence of satisfactory attitudes and conduct on the part of the parents and applicant.
- Should a place be offered and accepted, parents will be asked to complete a Registration Form and pay the Registration Fee.
- Ruckleigh School will accept pupils whose first language is not English.
- An offer will be made on the expectation that fees (if applicable) at the present school have been paid and the parents are able, if required, to satisfy the Bursar that they are in a position to pay the fees for Ruckleigh School. Admissions will be in accordance with the School's Policy on Equal Opportunities (Pupils). The Directors of Ruckleigh School recognise their responsibilities under *the Special Education Needs and Disability Act (2014)* as well as the *Special Educational Needs [SEND] Code of Practice (2015)*, which established the right for disabled students not to be discriminated against in education.
- Pupils who are not offered an immediate place may be placed on the waiting list.
- The School is not obliged to state its reasons for rejection of an applicant.

Acceptance of a place

- Having accepted a place and returned to the school office the completed Registration Form together with the Registration Fee, terms and conditions apply.
- School will acknowledge by letter the receipt of the Registration Form.
- Parents of children wishing to join the school from other Independent Schools are required to ensure that the full notice of withdrawal is lodged with the former school concerned and financial obligations are fulfilled. The School Bursar may request written confirmation from the former school that all accounts have been settled and that all conditions have been met before confirming that a place will be available to a child.
- Parents will be asked to complete Admission Forms prior to the child starting at the school
- Parents of children entering Nursery will be invited to an induction meeting in the term prior to the child's entry to the school. A copy of the Parents' Handbook will be given at this meeting.
- Parents of children entering Kindergarten, Lower, Middle or Upper School at the beginning of an academic year will be invited to an induction meeting with relevant staff towards the end of the summer term prior to the child's entry to the school. A copy of the Parents' Handbook is accessible via the website.
- Once the child has been admitted, their details are written in the Admission Register and on the school database.
- Progression to the next year group is not automatic as there may be occasions when we judge that a child is likely to thrive better in a different academic setting.
- According to the terms and conditions of the School, it is a requirement to give a full term's notice if you are withdrawing a child or if a child is registered but the place is no longer required. Such notice should be in writing to the Head and must be received no later than the first week of the term preceding the term to which the notice relates. Failure to comply with this requirement will result in a full term's fees being charged in lieu of notice.



Priority Allocation of Places

- Siblings of children in the School are given preference on the waiting list once registered, however, admission is not automatic as there may be occasions when we judge that a sibling is likely to thrive better in a different academic setting.
- Full time placements.
- In order of registration.

Special Educational Needs & EAL

Pupils with SEND/EAL needs are assessed by our in-house learning support team. The school will also require any relevant reports where they have been created. In the majority of cases the only support needed is staff awareness. In a few cases it may be necessary to provide some specialist teaching outside the standard programme. It is the task of the SENDCO to arrange any testing and liaise with parents and staff in the creation of any programme. All staff are regularly trained in how to look after pupils who require Learning Support. We would advise that parents of children with special educational needs or physical disabilities discuss their child's requirements with the School before s/he visits so that we can make adequate provision. The School's duty to make 'reasonable adjustments' does not include a duty to change physical features of the school buildings. We ask parents to discuss any form of disability that may affect the child's education and for which provision must be made when they first make contact with the School; we will treat such information/discussions as confidential. All pupils joining are expected to be able to manage in our mainstream classroom setting.

Overseas Applicants

Ruckleigh School is a day school which does not offer boarding. The School will not accept applications from overseas unless at least one parent is resident at all times in the UK and the pupil is able to commute daily from his/her home to School.

Ruckleigh School will at all times comply with the rules and procedures of the United Kingdom Visas and Immigration. We cannot accept any applications at Ruckleigh School on a Tier-4 Visa