



Admissions Policy

Policy amended: September 2014

Presented to Proprietors: September 2014

Policy reviewed: August 2018

To be reviewed: August 2019

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

Ruckleigh is a proprietorial day school based 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) from a wide range of abilities and background. The School aims to enable pupils to perform to the best of their ability, no matter what that level of ability might be on entry to the school and encourages interests that stretch 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.

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

The admission process is as follows:

1. In the first instance, following a telephone call, Open Day visit, letter or e-mail, a prospectus 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 and tour of the school.
3. Tours of the school are usually given by the Bursar, 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.

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.

Kindergarten, Lower School, Middle School, Upper School:

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.

- After having seen the school, parents may 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.
- 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 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.
- Should a place be offered and accepted, parents will be asked to complete a Registration Form and pay the Registration Fee.

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 will be given at this meeting.
- On the last day of the academic year, children are invited to meet their teacher and peers and are given holiday homework, if appropriate.
- Once the child has been admitted, their details are written in the Admission Register and on the school data base.
- 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 for allocation of places is as follows:

- Siblings of children in the School are given preference on the waiting list, 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 Needs

The School ensures that the benefits of an education at Ruckleigh are available to as wide a sector of the community as possible. Pupils with Special Educational Needs and Disabilities (SEND) will be admitted provided that the school considers it can make satisfactory provision for them. 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. 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 be sensitive to any requests for confidentiality.

Reasonable dietary requirements are accommodated and parents may consult with the Catering Department in this respect.

