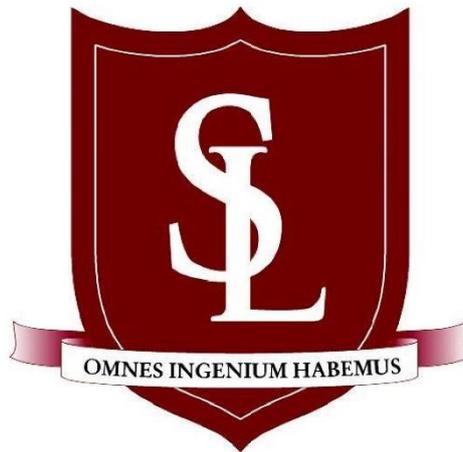


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# ADMISSIONS POLICY

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**South Lee School**

**Reviewed by: M. Watch (Headmaster)**  
**Date: September 2016**

# South Lee School

## Admissions Policy

*This policy applies to all pupils at South Lee School, including those in the EYFS.*

### Aims

- To give children and parents as much information about South Lee and the education we provide as possible
- To make each child's start a happy and successful one

### Procedures

South Lee School is a co-educational independent day school for pupils aged 2 -13. The usual points of entry are at Nursery age (after 2<sup>nd</sup> birthday), Kindergarten (approximately 4 years old), Year 4 (approximately 8 years old), or Year 6 (approximately 10 years old), but we are pleased to consider applications at any time, subject to availability of places. Children are admitted in each year group, generally up to a maximum of 36.

Parents are asked to contact the School office to make an appointment to see the Headmaster, in order to discuss their child's admission to South Lee. Please contact the School Registrar, Mrs Louise Ronge on 01284 754654 or [office@southlee.co.uk](mailto:office@southlee.co.uk) to arrange an appointment. Parents will be offered a tour of the school (preferably, with their child) prior to the child being admitted. No children are admitted until personal contact has been made with the parents and the Headmaster has met the child.

Parents of children already in schools in the area, are asked to discuss a possible move with the Head of the school their child is already attending. We adhere to IAPS guidelines and do not encourage parents to move their children from another school without good reason.

Parents are provided with a copy of the School Prospectus and are asked to complete a personal information sheet.

Children, from Kindergarten age upwards, are invited to spend at least a day in school before a place is offered. This serves two purposes:

1. For us to assess the child's suitability for South Lee School.
2. To give the child an opportunity (brief as it may be) to decide if they like our school and would feel comfortable here.

Once the child has been offered a place and admitted, parents are asked to keep in close contact with the Class Teacher/Form Tutor to ensure that their child's transition to South Lee is a smooth one.

As soon as the child takes up a place at South Lee, the Headmaster's Secretary requests records from the previous school.

### **Equal Opportunities**

We hope to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our school community and is vital in preparing our pupils for the world today. South Lee School is committed to equal treatment for all, regardless of race, religion, ethnic origin, gender, sexual orientation, social background, nationality or disability.

### **Special Educational Needs**

We do not discriminate in any way regarding entry. We are a non-selective school. We welcome pupils with special educational needs, providing that our Individual Development (ID) department can offer them the support that they require. The school has staffing to support a range of educational needs. Children will be withdrawn from some lessons and will be given extra support during this time. Alternatively, support may be offered in the form of a classroom assistant within individual lessons.

We welcome pupils with physical disabilities, however, recognise that because of the nature of our site there will be some children whose needs we will not be able to accommodate. We advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with the Headmaster before he or she comes for a visit so that we can make adequate provision for him or her. Parents should provide a copy of an Educational Psychologist's report or medical report, if available, at this time.

We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/ she becomes a pupil at the school.

Details of any disability, special educational needs or learning difficulty must be declared. We also require parents to undertake a continuing contractual obligation to disclose any learning difficulties, SEN or disability and any IDP or other relevant reports. A failure to disclose may, in some circumstances, amount to a breach of contract by the parents allowing the school to terminate the agreement with immediate effect.

### **Religious Belief**

South Lee School is a non-denominational school. There are assemblies throughout the week, which often have a religious or spiritual theme that are Christian in their leaning. All pupils are expected to attend, and it is expected that while pupils may not wish to participate in any religious aspects of these assemblies they should show respect during any hymns/ prayers that may take place.

### **Fluency in English**

In order to be able to access the curriculum provided at South Lee School and to cope with the social demands, it is helpful if pupils are fluent English speakers. However, we have, and will continue to, accept children with limited English.

### **Scholarships**

Currently the school has opportunities for scholarships at two entry points to the school. There are two Year 3 scholarships available for pupils moving from Year 3 into Year 4, and two Year 6 scholarships available for pupils moving from Year 6 into Year 7. Pupils are required to sit examinations in English, Maths and Non-Verbal reasoning. For the Year 6 scholarships, pupils are also required to attend an interview with the Headmaster and Deputy Head. The exams for these scholarships take place in early February. Details of these scholarships can be obtained by contacting the Registrar, Mrs Louise Ronge at the school office on 01284 754654 or via email [office@southlee.co.uk](mailto:office@southlee.co.uk).

### **South Lee School's contractual terms and conditions**

Copies of the school's contractual terms and conditions will be made available during the admissions process.

### **Complaints**

We hope that you and your child do not have cause to complain about our admissions process, however, copies of the School's complaints procedure can be sent to you on request or found on the school website under policies.

Reviewed by M. Watch – September 2016  
Next review – September 2017.