Ashbridge
INDEPENDENT SCHOOL & NURSERIES

SCHOOL ADMISSIONS POLICY AND PROCEDURES

Approved by: SLT

Approved date: JANUARY 2025
To be reviewed by: SLT

Review date: JANUARY 2026

Availability: On the company website and as a paper copy on request

Scope: Ashbridge Independent School

INTRODUCTION

Ashbridge Independent School is one-form entry day school for children aged four to eleven. Ashbridge offers a broad curriculum named the Ashbridge Tapestry; encompassing **T**he Outdoors, **A**cademia, **P**ersonal Development, **E**xtra-curricular, **S**port and Health, **T**he Performing Arts and **Y**our Voice. We welcome all children who will benefit from this broad education and make a positive contribution to the Ashbridge family.

Visiting the school is the best way to understand all the benefits of an Ashbridge education and we strongly encourage families to visit us, tour the school with the headteacher and meet our wonderful children and staff team.

Whilst the majority of children join us at the start of Reception class, pupils may apply to join the school in any year group and at any point in the year, as detailed in the admissions arrangements below.

ADMISSIONS ARRANGEMENTS – RECEPTION CLASS (SEPTEMBER)

1. Parents/carers visit the school for a tour with the Headteacher, or visit on one of our Open Days or Open Evenings.
2. An enrolment form and registration fee of £100 is submitted to the school by the parents/carers in order to request consideration for a place. To be considered as part of the admissions priority criteria, this must be done in advance of 14th November the year before the child is due to start school.
3. The enrolment form and registration fee is acknowledged by the school, and families are sent further information regarding when places will be offered.
4. In advance of places being offered, any child who does not attend an Ashbridge Nursery will be invited into the school with their parents/carers to meet the headteacher and, in some cases, spend some time with the children in the nursery or school. Parents/carers are required to disclose any known or suspected specific learning, behavioural or physical difficulties or differences before a place is offered.
5. Before 30th November of the year before the child is due to start school, parents will receive either an offer of a place or an offer informing them that they are on a waiting list.
6. All families who have been offered a place are required to accept the offer, together with part payment of the required deposit, which equates to one third of the annual school fee, within 2 weeks of receiving their offer letter or the place will be released to other families.
7. Should places remain after the initial allocation of places in November, applications will be considered in the order in which they are received.
8. Once the place has been accepted, a deposit equating to one third of the annual school fee is payable. The deposit may be split into instalments at the discretion of the school.

Priority of places

In the event of oversubscription, the offer of places with be prioritised as detailed in the categories below, and the Senior Leadership Team will consider applications in each category individually:

1. Siblings of children currently attending Ashbridge Independent School
2. Children attending any Ashbridge Nursery
3. External applicants

Waiting List

Should a child be placed on the Waiting List, the school will update families regularly regarding the status of the application. Should a place become available, the following procedures will be followed:

1. Parents/carers will receive a letter offering them a place at the school.
2. The parents/carers accept the place and are required to pay a deposit equating to one third of the annual school fee, with the payment made no more than 2 weeks after the place is offered. The deposit may be split into instalments at the discretion of the school.

ADMISSIONS ARRANGEMENTS FOR YEAR 1 – 6 OR RECEPTION AFTER SEPTEMBER

Children are welcome to apply to join Ashbridge Independent School at other times, in any year group, providing there are places available and the Senior Leadership Team are in agreement that Ashbridge is a suitable environment for the child. The process for enrolling at any time other than the start of Reception class is as follows:

1. Parents/carers visit the school for a tour with the Headteacher. Families may choose to bring their child at this stage or visit without them. Parents/carers are required to disclose any known or suspected specific learning, behavioural or physical difficulties or differences at this point.
2. An enrolment form and registration fee of £100 is submitted to the school by the parents/carers.
3. The child visits the school for a taster day during which they spend time in their year group. Informal assessments are carried out in reading, writing and Maths.
4. Parents/carers then meet with the Headteacher following the taster day to discuss whether a place will be offered.
3. An offer letter is provided to parents which must be acknowledged and at this point a deposit equating to one third of the annual school fee is payable. The deposit may be split into instalments at the discretion of the school.
5. Once the deposit has been received, the child may start school on a date agreed by the family and the school.

WITHDRAWAL OF ACCEPTANCE

If at any point, following the acceptance of a place, a family decides they no longer wish to take up a place, the full deposit remains payable, in line with our terms and conditions.

Ashbridge Independent School reserve the right to withdraw the offer of a place at any stage, in line with our terms and conditions.

SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)

Ashbridge welcomes applications from all families who feel that their child will flourish in our environment. We are committed to giving all pupils the best opportunities, regardless of any special educational needs and/or disabilities, and always comply with our legal responsibilities. Should we feel that, with reasonable adjustments, the school environment or curriculum is not suitable for a child, either due to the physical environment or the day to day expectations of school life, we reserve the right to not offer a place. This would always be done in the child's best interests and with clear and open communication to the parents/carers.

We request that parents/carers to inform us of any Special Educational Needs and Disabilities, or any other circumstance that may require reasonable adjustments at the point of enquiry so the school and family can work together in the best interests of the child. The school will request any relevant medical reports or other documentation whilst considering an application and before offering a place, and children may be requested to undertake additional taster days before a place is offered.

TERMS AND CONDITIONS

The school's terms and conditions are available on the school website and on request from the school office. All terms and conditions apply from when an offer of a place is accepted by the family and the child is enrolled, even if the child has not yet started to attend the school.

All documentation relating to applications and admissions will be treated in confidence and in accordance with the Data Protection Act and GDPR.