



**Highfields School and Early Years
Admissions Policy
June 2023**

GENERAL

Highfields School is a co-educational independent school for pupils from ages 2 to 11. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable.

We usually hold open mornings in autumn and spring term, which give a general introduction to the School. Details are published on our website.

We are also very happy to welcome prospective parents and their children at other times. Please contact the School's Admissions Manager on 01636 704103 or email admissions@highfieldsschool.co.uk to arrange a visit. If it is not possible to hold open events or arrange school visits because of circumstances beyond the School's control, then the School publishes on its website the alternative arrangements in place.

EQUAL TREATMENT

Highfields School's 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 our pupils for today's world.

Highfields School is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background.

SPECIAL EDUCATIONAL NEEDS

Highfields School does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, provided we can offer them any support that they require and cater for any additional needs and that our site can accommodate them. We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

Our policy is to apply our admission criteria to all potential pupils. We require parents of children with special educational needs, disabilities or allergies to discuss their child's needs with the School before a place is offered to them.

Parents should provide with the Admissions Form full details of all relevant information, including a copy of an educational psychologist's report or a medical report if they have one. This is so that the School can assess their child's needs and consult with parents about the adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to access the education offered and that we are able to ensure their health and safety, and the health and safety of others.



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Where a prospective pupil is disabled, the School will discuss with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if they become a pupil at the School. There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's disability. For example, if, despite reasonable adjustments, we feel that a prospective pupil is not going to be able to access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, we may not be able to offer a place at the School.

Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and the pupil starting at the School. The School requires parents to be pro-active in updating the School as to any significant changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the School. However, the School may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming in their communications with the School about any material change to their child's circumstances.

PROCESS OF OFFERING A PLACE

When a prospective parent first visits the School, a place may be offered on the following basis:

- That the Form in question has less than 20 children, and therefore a place is available
- That the Form in question has more than 20 children but no more than 24 and the School has invested in additional classroom support in that Form
- That the admission will be accepted on the understanding that the School must, at the time of admission, be able to meet the academic needs of a child, i.e. that the child be able to access a Highfields education
- That a child's behaviour is of such an acceptable and appropriate level such that, at the time of entry, the child will not disrupt their own education or cause the long-term disruption of the education of other children
- That a child within the Form has given notice and a space will become available

Following a visit / visits by the parent(s) and child(ren), a 'Desk Day' will usually take place, during which a child's educational needs will be assessed. Feedback from members of the teaching staff will be used to inform the decision as to whether a



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parent will be offered a place for their child at Highfields. The decision to offer a place remains at the discretion of the Headteacher on the condition that the criteria outlined above is met.

The process of offering a place prior to admission to nursery:

Highfields nursery follows the EYFS and is in receipt of the Early Years Funding.

Before a child starts at Highfields nursery-

- Parents must complete an enrolment form and a session request form stating the agreed sessions for their child.
- Parents give their child chance to settle in. Settling in sessions are offered as much as needed so their child gets to know the staff and setting. Parents are welcome to stay initially, however we do encourage that their child is left at some point during the settling in period. There is no charge for the settling in sessions.
- If there are no immediate vacancies, children will be placed on a waiting list and places will be offered in time order as above.
- Highfields' nursery offers places to children in accordance with staffing ratios as determined by EYFS.

SIBLING POLICY

Most siblings join us at Highfields School. However, admission is not automatic and there may be occasions where the School judges that a sibling is likely to thrive better in a different academic environment.

BURSARIES

Bursaries are means-tested in accordance with the criteria published on the School's website from time to time. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need. Before the offer of a bursary is confirmed, an external assessor appointed by the School will contact the family to gather and assess financial information.

Bursaries are always offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the School. Levels of support may vary with fluctuations in income or wealth.

Our bursary policy can be viewed on our website or can be obtained from the Admissions Manager.

A bursary may be withdrawn in accordance with the terms upon which such award is made or otherwise in accordance with the School's Terms and Conditions.



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FLUENCY IN ENGLISH

In order to cope with the academic and social demands of Highfields School, pupils must usually be fluent English speakers. In the instance where they are not, the pupil's capability of developing English language within a reasonable timescale will be accessed on a case by case basis.

RELIGIOUS BELIEFS

Highfields School welcomes applications from prospective pupils of all faiths and of no faith.

SCHOOL'S TERMS & CONDITIONS

The terms upon which the School educates each child are set out in the School's Terms and Conditions and are made available to parents as part of the admissions process.

COMPLAINTS

The School's Complaints Procedure is on the School's website and can be sent to prospective parents on request. The Complaints Procedure is not available for use by prospective parents.

RECORDS AND REVIEW

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice.

The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose.