



## ADMISSIONS POLICY

### **Introduction.**

The aim of Kimichi School is to offer a place to any child who will benefit best from the type of education Kimichi has to offer. Whilst the school is not ability based, pupils are expected to either play an instrument already, or to take one up upon admission. The school is committed to ensuring that admission decisions will be made by a process that is free from any discrimination on the grounds of disability; race; ethnic or national origin or gender. The school must also feel reasonably sure that it is able to support, educate and develop the prospective student to the best of his or her potential, so that the student will have a happy, safe, fulfilling and successful school career. These aims must continue to be met throughout the student's time at the school. Full school reports will be considered and a reference might be requested from each potential student's current school.

In the first instance, parents or guardians arrange a face to face meeting with the Headteacher, and then complete and send in an application form with any relevant information. Wherever possible, Kimichi school will offer a place to any pupil. Where this is not possible, the school will look at who will best benefit from the educational and musical ethos aspired to at the school. The head teacher and staff will consider reports, references, and will invite potential applicants in for interview before a decision is made. At

any stage, if the school feels that it would help to make an informed decision, an appointment will be arranged for parents to come into the school to discuss their child's application.

### **Additional Educational Needs/disabilities.**

Parents or guardians should send a copy of their child's Educational Psychologist's Report, and/or EHCP, if there is one, to the school with their application form for any candidate who has an Additional Educational Need. It is of great importance that a parent informs the school on the application form should a prospective student be disabled under the definition of the Disability Discrimination Act 1995 and thereby requires special arrangements at school. The school will then make an informed decision as to whether the child's best interests will be served by attending Kimichi school. The school may wish to meet with parents in order to best proceed with the application of SEN or disabled children.

### **Bursaries.**

Where possible, the school will offer part or full bursaries to those pupils who need them. Parents or guardians will be asked to complete a means test which will also be taken into consideration by the Headteacher and staff. The school also offers sponsorship help in order for parents to search out their own assistance through local small businesses if needed or wanted, plus assistance with the same. The school is dedicated to bridging the gap between maintained and independent schools, and therefore looks for sponsorship in order to keep fees as low as possible.

### **Contents of Admission Register**

The admission register must contain the personal details of every pupil in the school, along with the date of admission or re-admission to the school, information regarding parents and carers

and details of the school last attended.

### **Expected First Day of Attendance**

Schools must enter pupils on the admission register and attendance register from the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. For most pupils the expected first day of attendance is the first day of the school year. If a pupil fails to attend on the agreed or notified date, the school must establish the reason for the absence and mark the attendance register accordingly.

### **Deletions from the Admission Register**

A pupil can lawfully be deleted from the admission register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006.

**Deletions due to Unpaid Fees** Kimichi School may, additionally, delete a pupil from its admission register where the fees remain unpaid at the end of the school term for which they were due to be paid without prior arrangement with the Headteacher/Governing Body. Where fees are unpaid, the school should, before the grounds for removing the pupil from the register are met, consider whether:

- Removing the child from school would have a significant negative effect on his or her education and whether it can be mitigated, for example by transferring to a school closer to home;
- Parents/carers have been informed of any charitable or other voluntary sector assistance or benefits that may be available to help meet the cost of fees; and,
- The school has given timely notice to the relevant local authority

and the parents/carers, to assist school transfer.

### **Amendments to the Admission Register and Attendance Register**

Every amendment made to the admission register and the attendance register must include: the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made the amendment.

### **Preservation of the Admission Register and Attendance Register**

Every entry in the admission register and attendance register must be preserved for a period of three years after the date on which the entry was made.

### **Children at Risk of Missing Education**

All schools (including academies) must inform their local authority of any pupil who is going to be deleted from the admission register where they:

- Have been taken out of school by their parents and are being educated outside the school system e.g. home education (see below on home educated children);
- Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- Have a medical condition certified by the school medical officer that the pupil is unlikely to be in a fit state of health to attend school;
- Are in custody for a period of more than four months due to a

final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or,

- Have been permanently excluded.

The local authority should be notified in advance of the deletion when the school becomes aware that the deletion will be made. All schools (including academies) must agree with the relevant local authority, the regular interval that the school will inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 days or more. Local authorities have a duty to put in place arrangements for identifying (as far as it is possible) those children of compulsory school age in their area who are not school registered or receiving education otherwise than at a school. Local authorities should trace those children and ensure that they receive full-time education.

## **Home Educated Children**

On receipt of written notification to home educate, schools must inform the pupil's local authority that the pupil is to be deleted from the admission register. Schools should not seek to persuade parents to educate their children at home as a way of avoiding excluding the pupil or because the pupil has a poor attendance record. Schools and local authorities should not seek to prevent parents from educating their children outside the school system. There is no requirement for parents to obtain the school or local authority's agreement to educate their child at home. Parents have a duty to ensure their child of compulsory school age receives suitable full time education but this does not have to be at a school.

This policy agreed on (date) 11<sup>th</sup> Decemebr 2018 By

(name) Kirstie Berry

(position) Chair of Governors

Review date 12<sup>th</sup> December 2019