



# PINEWOOD

*Est. 1875*

## ADMISSIONS

### **A Whole-School Policy including the EYFS**

This policy is published on the School's website. This policy can be made available in large print or other accessible format if required.

#### **1. Introduction**

- 1.1 This policy has been authorised by the Council of Pinewood School (the "School") who may review the selection criteria and procedures from time to time. It is addressed to prospective parents and to all members of the School's staff. The admissions process is supervised by the Headmaster.

#### **2. Aims**

- 2.1 To ensure compliance with the School's charitable purposes.
- 2.2 To set selection criteria and procedures that are consistent with this charitable status and fair to all applicants.
- 2.3 To ensure that academic and other abilities of successful applicants appear to match the ethos and standards of the School and whose personal qualities suggest that they will benefit from the many opportunities that are offered here and that they have the potential to contribute to the success of the School community.

#### **3. Disability and Special Educational Needs**

- 3.1 The School currently has limited facilities/and or provision for children with severe disabilities/ and or SEN needs. However the School will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 and Special Educational Needs and Disability Code of Practice 2014 (ref: Part 3 of the Children and Families Act 2014), in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately. The School needs to be aware of any known disability or special educational need which may affect a child's ability to participate in the admissions procedure and take full advantage of the educational provision provided at the School. Parents of a child who has any disability or special educational needs should provide the

School with full details prior to the admissions procedure, at registration, or subsequently before accepting the offer of a place.

- 3.2 The School needs this information so that, in the case of any child with particular needs, the School can assess those needs and consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the child. The School also needs to ensure that it can cater adequately for the pupil should an offer of a place be made.
- 3.3 The School will do all that is reasonable to ensure that the information and application procedure is accessible for disabled children and will make such reasonable adjustments as necessary. For example, the School may be able to provide an examination paper in large font for a visually impaired pupil.
- 3.4 Parents of disabled children and/or children with Special Educational Needs are offered the opportunity to discuss their child's needs with the School's Head of **Special Educational Needs and Disability** and/or the Headmaster.
- 3.5 Arrangements can be made for discussions between the form tutor/teacher and the parents prior to entry in order to establish clear procedures and to ensure that the School has the correct medical supplies and any relevant training.
- 3.6 Similarly, if special education needs or a disability become apparent after admission, the School will consult with parents about reasonable adjustments in order to allow the child to continue at the School.

#### **4. Bursaries**

- 4.1 The School offers bursaries, normally to day children from the local area, who can demonstrate genuine financial need through means-testing. Please see the School's Bursary Policy for further information.
- 4.2 Current parents who are experiencing financial difficulties may apply for a Hardship bursary as well, through the route specified in the Bursary Policy.

#### **5. Entry points**

- 5.1 The usual entry points are the Nursery and Reception years and Pre-Prep Years 1 and 2. Children can also apply for a number of places available in Lower School (Years 3 and 4). Should places become available in other years (Years 5 and above) we are happy to consider applicants.
- 5.2 The School seeks to maintain a ratio of boys to girls in the order of 55 / 45 due to the facilities within the School.
- 5.3 There may be a restriction on intake in any one of these areas if numbers exceed places available.

## 6. Admissions

### Pre-Prep and EYFS (Nursery and Reception)

- 6.1 The largest intake is through the Nursery and it is assumed that pupils will progress from the Nursery to the Pre-Prep and then to the Prep-School. This is subject to the School being able to meet and continue to meet the child's needs. The Parents will be consulted before the end of the Spring Term if there appears to be any reason why the Pupil may not be able to progress to the next stage of the School.
- 6.2 The School is non-selective; however, parents may be asked to withdraw their child if, in the professional judgement of the Headmaster and after consultation with the parents, the School is unable to meet the Pupil's special educational needs or disabilities adequately.
- 6.3 Order of registration is taken into account in the allocation of places.
- 6.4 If parents would like their child to be considered for a place to join to join Nursery, Reception, Year 1 or Year 2 they should complete a registration form, ideally following first a visit to the School.
- 6.5 Children can be admitted later further up the school provided spaces are still available. There is no formal testing for entry into the Pre-Prep years. Children are invited to a ½ day familiarisation morning/day prior to joining. For Pre-Prep pupils joining at the start of Autumn, Spring or Summer Term; they and their parents are also invited to attend a visit to the Pre-Prep classrooms on an afternoon just before term starts.

### Prep School

- 6.6 The School assumes that children in the Pre-Prep will progress to the Prep School.
- 6.7 Prospective parents are encouraged to arrange a visit to the School for a tour and meeting with the Headmaster. Availability of spaces will be indicated at the point of enquiry. If parents feel Pinewood is the right environment for their child they should complete a registration form and send this to the School together with a non-refundable registration fee of £40. Early registration is advised as allocation of places is predominantly by order of registration. Should prospective pupils outnumber places available we operate a 'waiting list' policy.
- 6.8 All prospective pupils registered in order of registration are invited in the September of the year preceding entry to come in for two Taster Days. The purpose of the days is to allow the School to assess the suitability of Pinewood to meet the needs of the child. The days involves some low-key English, Maths and Reading assessments (for setting purposes) and a chance for the child to experience lessons and sport as well as whatever may be on offer as an extra-curricular activity those particular days. Parents will be notified immediately after the Taster Days if the school determines that they are unable to adequately cater for their child.

- 6.9 A waiting list is started when the number of prospective pupils exceed places available. During Spring and Summer Terms we may be in a position to offer further places to those on the waiting list as places become available.

## **7. Selection and preconditions for entry**

- 7.1 Admission to Pinewood depends upon a prospective pupil meeting the criteria required to maintain the educational and general standards for all its pupils commensurate with the ethos of the school. The School must also feel confident that it will be able to educate and develop the prospective pupil to the best of his or her potential and in line with the general standards of the school.
- 7.2 The School's policy is to apply these criteria to all pupils and potential pupils regardless of any disability of which it is aware. This is subject to its obligation to make **reasonable adjustments** not to put any pupil with a disability or potential pupil at a substantial disadvantage compared with any pupil who is not disadvantaged because of his or her disability. We may not be able to meet the needs for some pupils with severe / complex behavioural and / or SEN considerations.
- 7.3 As explained above in section 3, the School asks parents to provide information concerning any disability or special educational needs in writing prior to accepting a place. Providing the School with details of the nature and effect of any disability enables us to consider any **reasonable adjustments** which we may need to make.
- 7.4 In assessing any pupil or prospective pupil the School may take advice and require formal assessments as appropriate. Subject to this, the School will be sensitive to any requests for confidentiality.
- 7.5 The parents understand and are in sympathy with the ethos of the School.
- 7.6 Children must join the School into the correct year group for their age unless there are compelling circumstances which are considered by the School on an individual basis.
- 7.7 The child is able to access the full curriculum.
- 7.8 The School is able to provide adequately (by making **reasonable adjustments**) for any learning difficulties, disabilities and/or other special educational needs (if any) the child may have.
- 7.9 Payment of fees (if applicable) at the present school are up to date.
- 7.10 The child's current school progress reports are satisfactory and appear to match the expectations, ethos and standards of the school.
- 7.11 The **academic criterion** for selection is the ability to access the curriculum with learning support (where agreed).
- 7.12 If the School is oversubscribed and we need to decide between two or more children who meet our admission requirements, we may give preference to a child using the following **preference factors**:

- i. Date of registration
- ii. Sibling at the School
- iii. Parental or family connection with the School
- iv. That the child has special aptitudes or abilities. The School is looking for well-rounded and balanced pupils as well as those showing exceptional talent/capability in a particular area.

7.13 **Special circumstances:** we recognise that a child's performance or a visit to the school may be affected by particular circumstances, for example:

- i. if he / she is unwell when undertaking the low-key assessments or has a lengthy absence from his / her school;
- ii. if there are particular family circumstances such as a recent bereavement;
- iii. if there is a relevant educational history, for example education outside the British system;
- iv. if the child has a disability or specific learning difficulties;
- v. if English is not the child's first language.

In any of these cases, we may request further information such as medical details or an educational psychologist's report, any associated correspondence or details from the child's current school. This could include details of any family history (for example – dyslexia) as we consider necessary to make a fair assessment. Additional visits to the school would also be arranged if necessary.

7.14 **Factors which will not be considered** include the child's or parents' race, religion, nationality, ethnic origin, culture, skin colour, area of residence, disability, sexual orientation or socio-economic group.

## 8. Acceptance of a Place

If a child satisfies the admission requirements and a place is available, a letter containing that Offer and its Terms and Conditions will be sent to the child's parents. Acceptance of an offer of a place occurs when the deposit of £900 is paid and the child's parents sign the Acceptance Form agreeing to its terms and conditions within the timeframe stated in the letter of offer. The deposit will be held without payment of interest in the general account of the School until the child leaves the School in accordance with the School's Terms and Conditions.

## 9. Deferral

Should parents defer the entry of the child to the School they do so on the understanding that it may mean forfeiting a reserved place and the child's name may go onto the bottom of the waiting list for the future year stipulated.

## 10. Complaints

Any prospective parent wishing to challenge an admission decision should follow Stage 3 of the School's formal complaints procedure.

Reviewed September 2023  
Reviewed by Emily Miller, Registrar & Headmasters PA  
Next Review Date: October 2024