

Alex Park Democratic School



Admissions Policy

Alex Park Democratic School welcomes children from many diverse backgrounds and we pride ourselves on being an inclusive schools. We welcome applications for admission from all sections of society and is non-discriminatory in line with the Equality Act (2010) and Equal Opportunities Policy.

Alex Park Democratic School welcomes pupils of all faiths, cultures, races and family backgrounds. We are happy to admit a pupil with a disability as long as both parents and setting conclude that we can provide appropriately for the child's specific needs. Our setting seeks to ensure that disabled prospective pupils are not treated less favourably or unfairly in the admissions process and will take reasonable steps to avoid putting disabled pupils at a substantial disadvantage in matters of admission.

The school expects all families to be in sympathy with our democratic ethos and for pupils to fully enter into the distinctive character of the school which underpins everything we do.

We aim to provide a holistic and meaningful education for all children and families who would like to enrol in our school. In order to make sure we can meet the child's needs, we have created this admissions policy to support entry into our provision.

Special education needs and disability

The school has limited facilities for children with physical disabilities and educational needs, but we will do all that is reasonable to comply with its legal and moral responsibilities under the guidance, Special Education Needs and Disability Code of Practice 2014, in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the school can cater adequately.

Parents or guardians of an applicant who has any disability or special educational need should provide the Headteacher with full written details when applying for admission and any additional information at least one week before attending a meeting with the Headteacher.

The school need this information so that, in the case of any applicant with particular needs, we can assess those needs and make sure that the school can provide adequately for them throughout the admission process.

The school will consult with parents or guardians about the adjustments which can reasonably be made for the applicant during the admission process and later as a pupil.

Admissions procedure

- Parents/carers and their child are invited to come to visit our setting, meet the management team and go over any questions they may have. We request that we always meet the child before registration.

- If a parent/carer decides to apply for a place for their child, they are asked to fill in a registration form and hand this in. Alex Park Democratic School is fee paying. We request that they pay a non-refundable admin fee of £110 to secure the place.
- We request payment in advance for the first month's fees.
- A member of the management team will contact the family with regards to availability and any further questions we may have regarding the registration form.
- We then confirm your child's start date.
- On the first day, you and your child will be introduced to the rest of the children in the classroom and their teachers.
- Our school parent's policies pack will be available for you to read and sign.
- If parents/carers or a member of the management team have any concerns about meeting the needs of your child, we will invite you for a meeting to discuss this.
- In any event we feel we cannot accommodate your child's needs (but we do have availability) we will, where appropriate, seek the advice of any relevant outside agencies in the strictest confidence and with your permission to advise us on what we can do to accommodate your child.
- If needed we will endeavour to source accessible training for our staff to undertake to support your child's admission into our provision prior to their start date.
- In the event we cannot admit your child for any reason, we will always explain our reasons and why.
- If you wish to:
 1. withdraw your child from the school other than at the normal leaving date; or
 2. withdraw your child from the school before the child actually starts at the school;

you shall either give a term's notice, in writing to the Headteacher to that effect or shall pay to the school a term's fees in lieu of notice, at such rate as would have been charged for the final term of provision if a term's notice had been given. In cases where notice is not given, the appropriate sum in lieu of notice will become due and owing to the school as a debt on the first day of the term which would have been the final term of provision if a term's notice had been given.

Date – November 2018

Signed Headteacher–

Review – November 2019

Signed Director -