

THORPE HALL

SCHOOL

Admissions Policy

Introduction

Thorpe Hall School is non-selective on the basis of academic ability but pupil applicants must show suitability to become a member of the School community.

Admission to the School is at the Headteacher's discretion.

Aims

The School encourages applications from a diverse range of backgrounds and seeks to apply its admissions policy fairly in accordance with the Equalities Act 2010.

Application Process

Applications for admission must be made on the school's Registration Form together with a registration fee of £50 which is non-refundable regardless of whether or not a place is offered. Following application, the admission process is as follows:

- Precedence is usually given to those children who have siblings in the School, who have family members who have attended the School and to the children of staff.
- Waiting lists are held in chronological order from the date a completed application is received and acknowledged by the school.
- Admission to the Nursery requires a meeting with the Head of Lower School or Headteacher. Nursery Staff members may not send their children to the Nursery.
- Admission to the Lower School (Years 1-6) entails an interview with the Headteacher or Head of Lower School. A day visit may be required.
- Admission to the Upper School (Years 7-11) requires an interview with the Headteacher and a suitability test appropriate to the year group taken during a visit of at least one full day. The length of the visit may be extended at the school's discretion to ascertain fully the suitability of a pupil applicant. Those wishing to enter Year 7 in September will not be asked to visit but must provide a recent school report to ascertain suitability. For those wishing to be admitted to Year 10 or 11, consideration will be given to the correlation of GCSE subjects.

Offers

- Offers of a place in Year 1 upwards at Thorpe Hall School must be formally accepted by completing a Parent Contract and paying a deposit of £1,000. If the place is not taken up the deposit is forfeited. Parents automatically become members of the Parent Teacher Association.
- In the event that the child shall not take up the place agreed with the school then (and without prejudice to any other remedies which the school may have for breach of contract) the parent/guardian (or the person who signed the Parent Contract) shall be responsible for the payment of a full term's fees.
- In the case of a pupil leaving school the parent or guardian must give written notice of the pupil's removal to the Headteacher at least a full term in advance (the dates are outlined in the School's Terms and Conditions).

Special Educational Needs and Disability

- The School will do all that is reasonable to comply with the Equality Act 2010 and will make reasonable adjustments to meet the needs of applicants with special educational needs and/or disabilities.
- Applicants must inform the School of any special educational needs and/or disability when submitting a Registration Form. Further information may be requested such as a medical certificate and/or the most recent Educational Psychologists report.
- If the School is unable to adequately cater for applicants with special educational needs and/or disabilities, after considering reasonable adjustments, applicants will be informed why an offer will not be made.

Gaining admission to Thorpe Hall School as a student from outside the United Kingdom

- Where a student can provide verified documentary evidence that his/her parents have the right to reside and work in the UK admission can be considered. The school will make further checks to verify identity and suitability of the applicant before admission is confirmed.
- Where the parents of a student seeking admission do not have the right to reside or work in the UK, admission will not be considered.
- This policy will be kept under review by the Board of Governors.

This policy is reviewed annually by the Board of Governors.