**Admissions Policy and Procedure**

Gracefield School is a busy and purposeful Independent School for boys and girls in Fishponds. We are very proud of what we offer and the way we educate our pupils. They benefit from a broad range of experiences and a staff that is dedicated and enthusiastic.

**Policy Statement**

The Aim of this Policy is to identify and admit boys and girls who can take advantage of the broad and varied curriculum and thrive in the environment that we offer.

This Policy applies to the whole school, including the EYFS.

**Equal Treatment**

We believe that our admissions policy reflects our firm belief that all children are special, different, have individual needs, and are valued equally in the school. We are committed to the principle and practice of equality of opportunity. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our school community and the rights and freedoms of others. All candidates for admission will be treated equally, irrespective of their or their parents’ race, ethnicity, religion, gender, sexual orientation, social background or other status.

The School will not discriminate against a child for entry into Gracefield because of their individual needs, however we may feel that we are not able to admit a child if:

* They may not be able to access our curriculum.
* The School does not have the specialist facilities or skills to meet the child’s needs.
* The school does not believe it has the facilities, resources or expertise to meet the child’s needs.
* Admitting the child would jeopardise the education of their peers.

The School has a formal *Equality Opportunities Policy*, a copy of which is available on request.

**Disabilities, Special Educational Needs (SEN) and Learning Difficulties**

The School will do all that is reasonable to comply with its legal and moral responsibilities under the *Special Educational Needs and Disability Act 2001* in order to accommodate the needs of applicants who have such disabilities for which, with reasonable adjustments, the School can cater adequately.

The School requires full written details of any known disability, SEN or learning difficulty which may affect a child's ability to take full advantage of the education provided at Gracefield. We advise parents of children with physical disabilities, SEN or learning difficulties to discuss their child’s requirements with the school at the point of registration, or before.

Gracefield will provide support to pupils with SEN and learning difficulties which is within the remit of the staff skillset available within the school. However, where support or intervention is deemed necessary which is considered beyond the resources of the Learning Support Department, parents will be asked to meet the additional financial costs associated with providing additional resources or external support. Parents will always be asked to agree such a course of action and to meet the costs prior to the additional resources being provided.

If SEN or learning difficulties become apparent after admission, the School will consult with parents about reasonable adjustments that may allow the child to continue at the School. It is rare but in some circumstances the level of provision required will exceed that which Gracefield School can provide. In such circumstances the school will indicate to the parents that an alternative setting will need to be found for their child.

**Pupils with Statements of SEN (Statement) or Education, Health and Care (EHC) Plans**

The Local Authority will be financially responsible for the school fees of a pupil with a Statement of SEN or Education, Health and Care (EHC) Plan. Applications for statutory assessment and applications for Local Authority funding must be made by the parents. Gracefield School will provide information to support any such applications. Where the Local Authority makes payments to assist parents to make Gracefield the named school, the school will arrange for the agreed level of provision to be made. Where there are additional costs to the school over and above the Local Authority funding, the school will require parents to meet these additional costs.

Our *SEN and Learning Difficulties Policy* gives more detailed information on school policy and procedure, and is available on our website or upon request.

**Admission Procedures**

**Points of Entry**

Entry to the school is at the discretion of the Headteacher and subject to availability of places, which is typically restricted to one class of 16 pupils per year. These procedures apply at the main point of entry: Reception (4+), and also to candidates for vacancies in any other year group. Please contact our Office Manager for details.

**Registration**

On initial enquiry, parents are sent a prospectus and are invited to visit the school for a tour and to meet the Headteacher. Prospective parents also receive a Registration Form with their prospectus information, which should be completed and returned with a non-refundable £100 registration fee. This is acknowledged and the place (or waiting list place) is provisionally confirmed in writing.

Deposits are not refunded if a pupil is withdrawn prior to formal entry.

Places are offered on a first come, first served basis with priority given, where possible, to pupils with a sibling in the school. Requests for places may be made as early as a parent wishes.

In the event of a place not being available, the prospective pupil’s name is carried forward on the waiting list until such time as they can be accommodated, or their name is withdrawn by the parent/s.

**Familiarisation and Events**

Preceding or following registration, your child will be invited to spend a morning in the appropriate class. This will enable them to familiarise themselves with pupils and teachers.

We hold Open Mornings in the Autumn and Summer Term and an Induction Morning.

Where practical, entrants into Years 1 – 6 are invited in for an induction or taster session.

**School’s Contractual Terms & Conditions**

A copy is made available to parents as part of the admissions process.

**Complaints**

We hope that parents do not have any complaints about our admission process; but should it be required a copy of our ComplaintsProcedureis available on our website, or can be sent on request.