



Gosfield School

Admissions Policy

(including EYFS)

Gosfield School is committed to providing equality of opportunity through the creation of an environment in which individuals are treated on the basis of their merits and abilities. Every individual's contribution is counted and valued within a friendly and supportive ethos, where pupils feel valued and able to achieve personal excellence. Pupils are educated in a small and caring environment and encouraged to achieve their personal best.

All pupils being considered for admission will be treated equally, irrespective of their or their parents' race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, orientation, property, birth or other status. Gosfield School is non-denominational, but functions on Christian principles and values. The promotion of the spiritual, moral, social and cultural development of our pupils is fundamental to our work as a school community.

THE AIMS OF GOSFIELD SCHOOL

- Deliver a curriculum which meets the needs of all in a manner that stimulates, challenges, excites and encourages each pupil to question and enjoy the opportunities available to them.
- Promote physical fitness and creativity together with a positive attitude to maintain a healthy lifestyle.
- Develop self confidence, self-esteem and personal responsibility, recognising the importance of human relationships based on understanding, tolerance and respect.

We value our community and seek to involve staff, pupils and parents in a positive and effective partnership through:

- The provision of a secure, caring and stimulating environment, which will develop positive attitudes and sound relationships both within the school and the wider community.
- The development of social awareness, a concern and feeling for others and the promotion of professionalism, kindness, honesty and integrity.
- The provision of equality of opportunity for all pupils through diversity of learning and an extra-curricular experience that widens their opportunities and awareness.
- The promotion of a strong partnership between home and school.
- The recognition and celebration of personal and collective success.

POINTS OF ENTRY TO GOSFIELD SCHOOL

Gosfield School is a co-educational independent school for pupils aged 2 to 18 years. The school is divided into Nursery, Prep School and Senior School. The principal points of entry are the intakes into Nursery, Reception, Years 7, 9 and 12, and as places arise in other years. All follow the same procedure:

- Once parents have contacted the school showing an interest in a place for their child, the School Development Officer will arrange a visit to the school and an appointment with the Head of Prep or the Principal.
- Parents wishing to send their child to Gosfield School must register their child by completing the school's registration form.
- Once a place has been offered, parents are asked to confirm in writing and pay a deposit in order to secure the place.
- Once parents have formally accepted a place, they will be entering into a contract with the School and as such will be required to abide by its contractual terms and conditions. It is important that parents understand these and ask questions if they require clarification on any points.
- Progress from the Nursery to Prep School and from the Prep School to Senior School is not automatic. Consideration is given to academic attainment, behaviour and the school's ability to meet any additional needs.

ADMISSIONS CRITERIA

Prospective parents are required to provide a copy of the child's birth certificate together with details of any special needs and any psychological reports carried out. If the child is subject to a court order, a copy of the order must be provided.

For children entering Year 1 and above, copies of past school reports and any standardised academic scores are required.

The school does not have an entrance examination. Successful pupils will:

- have satisfactory reports from previous schools
- have standardised scores meeting national averages or above
- achieve average or above scores on the internal assessments carried out on the trial day
- display the appropriate social skills to meet the ethos of Gosfield School

The Principal will routinely request a confidential reference from the pupil's current Headteacher.

Parents are required to disclose their knowledge of any disabilities, medical or health conditions, allergies, learning or behavioural difficulties relating to their son or daughter on registration.

Any offer of a place is contingent upon the School receiving all pertinent information regarding the pupil and any financial obligations to current or previous schools having been met.

In all cases, the Principal's decision on admissions is final.

EQUAL OPPORTUNITIES

The aims of the School and the principles of excellent pastoral care will be applied to all children irrespective of differences in ethnic background, culture, language, religion, sexual orientation, gender and disabilities, so long as in the last matter the pupil is able to involve himself or herself in the activity concerned; equally these differences will be recognised and respected, and the School will aim to provide a positive culture of tolerance, equality and mutual respect.

LEARNING SUPPORT

We welcome all children who can benefit from the opportunities that we offer and can flourish in the caring environment of Gosfield School. The school's registration form, completed upon entry, requires parents to advise the school as to known Special Educational Needs (SEN) and/or disability. We ask parents of children with physical disabilities to discuss their child's requirements with the Head of Prep or Principal before they register their child for a place to ensure that the school can meet all the child's needs through reasonable adjustments. Parents should provide a copy of all documentation to support their request for special arrangements. These documents include medical reports, education and health care plans, individual education plans (or equivalent), Educational Psychologist's reports and/or learning needs. We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for their child. In regard to a medical need, a medical care plan must be in place before the child starts at the school.

We arrange for pupils with identified or suspected learning difficulties to be assessed by our SENCo. No child will be discriminated against on entry into school as a result of their individual needs, so long as the school is able to meet a child's needs through reasonable adjustment. We do not, however, have the facilities to offer a highly specialised and intensive treatment programme for children with multiple special educational needs.

If parents accept a place for their child we offer specialist lessons within the Learning Support Department and support in class. These lessons and/or additional support may involve an additional cost to the published school fees. We work closely with the child and their parents to help them to overcome the barriers that their difficulties present.

The school has an inclusive curriculum, providing a framework of well-defined and achievable aims and objectives, and includes the choice of appropriate teaching methods and learning environments for individual pupil progress differentiated to support all abilities including the more able and talented. Opportunities to nurture positive attitudes and inspire confidence in pupils with regard to their own abilities are built into the programmes of study for each class in the Prep School, and each department in the Senior School.

The Special Educational Needs and Accessibility Plan (SENDA) serves to:

- Increase the extent to which disabled pupils can participate in the school curriculum.
- Improve the physical environment of schools to increase the extent to which disabled pupils can take advantage of education and associated services.
- Improve the delivery to disabled pupils of written information that is provided to pupils who are not disabled. This is done within a reasonable period of time and in formats that take account of views expressed by the pupils or parents about their preferred means of communication.

ENGLISH AS AN ADDITIONAL LANGUAGE

Pupils who do not have English as their first language may apply for a place in the usual way and will receive support.

CATERING

Children with diagnosed food allergies are required to have care plans and their catering needs are met. Our catering service may not however meet all the conditions of a Halal diet.

ADMISSIONS REGISTER

It is a legal requirement that the school holds an Admissions Register. For each pupil the school require the following details for the Admissions Register:

- The pupil name in full as shown on birth certificate (unless legally changed when evidence of this will be required)

- Their gender
- The name and address of every person known to the school to be a parent of the pupil or have parental responsibility (and an indication of the parent with whom the pupil normally resides)
- At least one telephone number at which the parent/carer can be contacted in the event of an emergency
- The telephone number of a relative who can be contacted in the event the parent cannot be reached in an emergency
- The pupil's day, month and year of birth
- The day, month and year of the pupil's admission or readmission to the school
- The name and address of the school last attended, if any

THE ADMISSIONS PROCESS

Entry to the Nursery

The maximum number of pupils in the nursery is twenty in any one session.

The Nursery admits pupils once they have turned three. Parents are invited to view the Nursery and tour the school by arranging an appointment via the School Development Officer. Once parents have decided that they would like their child to join the Nursery they are asked to complete the registration form to express an interest in a place. At this point, entry to the Nursery is not guaranteed.

Children are required to attend a short taster session and an interview with the Head of Prep before a formal offer can be made. In this session, the Nursery Manager supports and observes the child to provide a base line of skills on entry (co-operation, interest, concentration, interaction with adults and peers, language development, coordination and maturity), and answers questions the parents may have.

Contact with prospective parents will be normally be made within three days of the taster session.

Offer papers are forwarded to the parents together with the School's terms and conditions and other essential paperwork.

By accepting the place, by returning the offer papers and paying the Acceptance Fee, the parents accept the ethos of the School as described by the Head or Prep or Principal and embedded in School documentation. Places are offered on the basis that the parents are in sympathy with the ethos of the school and committed to their child's education.

If there are no places available at the time of registration, the child's name is placed on a waiting list and the parents are informed as soon as a place becomes available.

Entry to the Prep School - Reception

Children are admitted to the Reception class at the beginning of the academic year in which they turn five. The maximum number of pupils in the Reception class is twenty. Following a tour and interview with either the Head of Prep or the Principal, parents wishing for their child to join Gosfield School must register their child by completing the registration form to express interest in a place. At this point, entry to the Prep School is not guaranteed.

In the year before starting Reception, children are required to attend short taster sessions before a formal place is offered. These sessions enable the child to become familiar with the environment and get to know their teachers and other pupils in the Reception class.

The taster sessions focus on play and creative activities. The child may also be invited to join in with other school activities throughout the year prior to their admission, such as watching the Nativity play or attending Sports Day.

EYFS Assessments for children who attend Gosfield School Nursery are regularly reviewed by the EYFS teaching staff, including the Nursery Manager, removing the need for taster sessions for Gosfield School Nursery pupils.

Offer papers are forwarded to the parents together with the School's terms and conditions and other essential paperwork.

By accepting the place, by returning the offer papers and paying the Acceptance Fee, the parents accept the ethos of the School as described by the Head of Prep and embedded in School documentation. Places are offered on the basis that the parents are in sympathy with the ethos of the school and committed to their child's education.

Once the acceptance is confirmed, parents are invited to attend a meeting with their child's teacher in the Summer Term.

If there are no places available at the time of registration, the child's name is placed on a waiting list and the parents are informed as soon as a place becomes available. Children are offered places according to the following criteria:

1. Siblings already in the school
2. Attending Gosfield Nursery
3. Date of registration

Entry to the Prep School - Years 1 to 6

The maximum number of pupils per class is twenty. Following a tour and interview with either the Head of Prep or the Principal, parents wishing for their child to join Gosfield School must register their child by completing the registration form to express interest in a place. At this point, entry to the Prep School is not guaranteed.

Parents are asked to arrange for their child to attend school for a taster day to help them to become familiar with the setting. Previous school reports are required as well as academic levels.

Contact with prospective parents will normally be made within three days of the trial day. On occasion, a pupil will be invited for one or more additional trial days before a decision on admission is made.

Offer papers are forwarded to the parents together with the School's terms and conditions and other essential paperwork.

By accepting the place, by returning the offer papers and paying the Acceptance Fee, the parents accept the ethos of the School as described by the Head or Prep or Principal and embedded in School documentation. Places are offered on the basis that the parents are in sympathy with the ethos of the school and committed to their child's education.

If there are no places available at the time of registration, the child's name is placed on a waiting list and the parents are informed as soon as a place becomes available. Siblings are given priority.

Entry into Senior School – Years 7 to 11

The maximum entry into each class is twenty, with two form entry in the Senior School. Following a tour and interview with either the Principal or Deputy Head, parents wishing for their child to join

Gosfield School must register their child by completing the registration form to express interest in a place. At this point, entry to the Senior School is not guaranteed.

Pupils are invited for a trial day where they will join a class as part of the acceptance process. During the day baseline assessments may be conducted to establish where the child is in their learning. Previous school reports are required as well as academic levels.

Contact with prospective parents will be normally be made within three days of the trial day. On occasion, a pupil will be invited for one or more additional trial days before a decision on admission is made.

Offer papers are forwarded to the parents together with the School's terms and conditions and other essential paperwork.

By accepting the place, by returning the offer papers and paying the Acceptance Fee, the parents accept the ethos of the School as described by the Principal and embedded in School documentation. Places are offered on the basis that the parents are in sympathy with the ethos of the school and committed to their child's education.

If there are no places available at the time of registration, the child's name is placed on a waiting list and the parents are informed as soon as a place becomes available. Siblings are given priority.

Entry into Sixth Form

In the first half of the Autumn Term, a formal information evening takes place for prospective sixth formers. This is followed by a trial day where they will join a class as part of the acceptance process.

Pupils wishing to attend the Sixth Form are required to complete an application form and attend an interview with the Principal and Head of Sixth Form. They are also required to provide predicted GCSE grades from their current school.

Provisional offers to attend the Sixth Form are made, subject to appropriate attainment at GCSE level. Prospective sixth formers are expected to achieve five or more A* to C grade passes, with B grades in subjects they would like to continue at A Level. Offer papers are forwarded to parents, together with the School's terms and conditions and other essential paperwork.

By accepting the place, by returning the offer papers and paying the Acceptance Fee, the parents accept the ethos of the School as described by the Principal and embedded in School documentation. Places are offered on the basis that the parents are in sympathy with the ethos of the school and committed to their child's education.

COMPLAINTS

Copies of the School's complaints procedure can be downloaded from our website and will be forwarded to parents on request.

Ratified by the Governing Council of Gosfield School

Signed _____ (Chair of Governors) Date _____