**THE RICHARD PATE SCHOOL**



**Admissions Policy**

**April 2025**

**Admissions Policy and Procedures**

The aims of this policy are to set selection criteria and procedures that are fair to all applicants and to ensure that no applicant will be treated less favourably during the application process or during assessment on the grounds of a protected characteristic such as race, nationality or ethnic or national origin, religious faith (or lack of belief), gender, gender reassignment, sexual orientation, social background or disability.

Our selection process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the School.

The Admission of all pupils to the School shall be at the discretion of the Trustees and the Head.

**Visiting the School**

The process begins with a request for a copy of our school prospectus which can be sent out to prospective parents with a copy of the registration form and fee schedule.

 **Appointments**

Prospective parents visit Richard Pate on one of our Open Days, Nursery Stay and Play sessions and/or on for an individual appointment. Parents are welcome to bring their children along for the appointment but others prefer to see the School on their own. The tour is generally conducted by the Head and there is always an opportunity to meet members of staff and pupils. A visit to the School can be arranged through the Head’s PA during term time.

**Applying for a Place**

Entry to the Richard Pate School is non-selective, although the children may have an assessment to establish their strengths and any areas of need, and we welcome pupils from all educational backgrounds. The most important consideration is that the individual educational needs of each child can be met, whilst ensuring that they will thrive socially as well as academically whilst in the School’s care.

Registration can occur for potential or prospective pupils at any entry point during the academic year by completing the application form and sending the registration fee. All applications should be sent to the Head’s PA who will acknowledge receipt and confirm availability of places.

The conventional intake to the Nursery is in September for up to thirty-six children rising four and places are offered during the Autumn Term of the academic year prior to the child joining us. If we have considerable demand for spaces we do operate a waiting list. Early registration is recommended to reserve a place.

If there are spaces the Nursery Manager can also take children in for the Spring or Summer Term who are eligible for the following academic year if they have turned three prior to joining. This could see them staying in the Nursery for four or five terms before joining Reception.

There is a further intake of four places in the Reception year and additional places available from Year 3 as the children enter the Junior Department.

In both the Prep. and Junior Departments places are offered subject to a satisfactory preliminary visit and, where a child is already in full-time education, we may ask for a copy of the child’s latest report and any results or background information that may be useful.

Most siblings join us at the School. However, admission is not automatic and there may be occasions where the school judges that a sibling is likely to thrive better in a different academic environment.

If we are unable to offer a place at the School, £210 of the Registration and Assessment Fee will be refundable. £90 of the Registration and Assessment Fee will be retained by the School for the costs in administrating parents’ dealings with the School.

Please note: £90 of the Registration and Assessment Fee is non-refundable (even if an offer of a place is not made) and is always retained by the School for administration costs. Should an offer of a place be made, £210 of the Registration and Assessment Fee will be retained by the School as a deposit and set against the first term’s fees. If we are unable to offer a place, £210 of the Registration and Assessment Fee will be refundable. If we do offer a place, but it is not accepted by you, £210 of the Registration and Assessment Fee will be non-refundable.

Any information the School holds will be held in accordance with the applicable data protection law. The School operates an Equal Opportunities Policy.

**Acceptance**

Once the offer of a place has been accepted a Form of Acceptance should be completed, thereby agreeing to the School’s Terms and Conditions as detailed in the Parent / School Contract together with the School retaining £210 of the Registration and Assessment Fee as a deposit. This, along with other admission forms, including information regarding any medical conditions, allergies, disabilities and special educational needs, must be returned to the Head’s PA. It is important we have this information to establish that a pupil’s needs can be met.

By way of standard procedure, the School will request information on a child from their previous school and take such advice as appropriate.

All information will be treated with the utmost confidence and will only be disclosed to members of staff if that information has a direct bearing on safety or the provision of an appropriate education.

**Birth Certificate**

A copy of the pupil’s birth certificate will be required by the School when registration forms are completed.

**Cancellation of a Place**

Parents are required to give a term’s notice if they wish to cancel their acceptance of a place before their child starts at the School. Where a term’s notice is not given, a term’s fees will be payable less £210 of the Registration and Assessment Fee. Parents who cancel their acceptance with a term’s notice will not be required to pay fees in lieu of notice, but the Registration and Assessment Fee will be retained by the School.

**Additional Information**

We will do all that is reasonable to ensure the application procedure (and any information about the School) is accessible for disabled candidates. Parents should advise the School of any reasonable adjustments they believe would assist their child during the admissions process.

In the interest of the child, it is imperative that we are informed by prospective parents of any factors – social, medical, emotional or academic (such as learning support) – that might affect the child’s learning and other school activities. It is important that the School receives any information to enable us to establish if the child’s needs can be adequately catered for should an offer of a place be made and so we can consider what reasonable adjustments, if any, the School is able to make (in accordance with the School’s obligations contained in the Equality Act 2010).

Our Registration form asks parents to declare that the information they have provided on the form is true, accurate and complete.

**Learning Support and Disability**

If during a child’s time at the Richard Pate School it is necessary for the child to receive learning support to enable him or her to keep up with the academic standard of their peer group, the School will meet with the parents to decide what level of support may be necessary.

A child with Learning Support requirements will only be offered a place if the School feels that the provision available within the Learning Support Department is sufficient to meet the individual needs of the child and can provide the recommended level of support required.

If an applicant’s disability or learning difficulties become apparent after admission, the School will consult with parents about what reasonable adjustments, if any, can be made in order to allow the child to continue at the School. If, after reasonable adjustments have been considered, the School is unable to adequately cater for and meet the needs of the pupil, the Head may request parents (after appropriate consultation) withdraw their child from the School. Fees in lieu will not payable in these circumstances and £210 of the Registration and Assessment Fee will be returned if it has not already been discounted from the first term’s fees and the child has attended the School for that term.

**Refusal of Candidates**

In rare cases, it is possible that a pupil may be refused a place if, after due consideration, the School believes that it is unable to provide for the educational and / or emotional requirements of the child. For example, if, despite reasonable adjustments, we feel that a prospective pupil is not going to be able to access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, we may not be able to offer a place at the School.

**Policies and other relevant information**

Prospective parents should be aware that policies and information which relate to the following are available either on the School’s website or on request from the School Office.

* School Aims
* Child Protection (Safeguarding Policy)
* Equal Opportunities
* Complaints Procedure
* Registration Form