



CUNDALL MANOR SCHOOL

ADMISSIONS POLICY

2024

Created
Reviewed
Next Review

Aug 2023
Aug 2024
Aug 2025

Chair of Governors

Rachel Powell

The policy has been authorised by the Governing Body of Cundall Manor School. This policy applies to all sections of the school, including the Early Years Foundation Stage (EYFS).

The aims of this policy are to ensure compliance with the school’s charitable purpose which is to provide education of the highest possible quality to pupils from a broad spectrum of abilities and backgrounds.

Contents

- Introduction 3
- Selection Criteria..... 3
- Equal Opportunities 3
- Disability and Additional Support Needs 4
- Disclosures 4
- Entry into our School..... 5
- Application Process 5
 - Nursery Application Process 5
 - Reception Applications 6
 - Pre-Prep, Prep & Senior School (Years 1-11) Applications 6
- Sibling Policy..... 8
- Fluency in English 8
- Scholarships, Bursaries & Forces Awards..... 8
- School Fees..... 8
- Special Circumstances 9
- Admissions Decisions 9
- Discipline & Exclusion..... 9
- Related Policies 10

Introduction

Cundall Manor School is an independent school for girls and boys aged 2 years to 16 years old. We currently offer day places to around 275 pupils and flexi/weekly boarding places to up to 18 pupils.

Choosing the right School for your child is so important and we welcome prospective parents and their children to visit us throughout the School Year. In addition, we hold informal Whole School and Early Years Foundation Stage Open Mornings every term, details of which can be found on our website.

Please email admissions@cundallmanor.org.uk or telephone our Head of Admissions on 01423 360200 to arrange an appointment. We very much hope that you visit us soon.

Selection Criteria

Cundall Manor School is a broadly selective school embracing a caring community of pupils with a wide and diverse range of skills who are capable of pursuing our character curriculum.

Our selection process is designed to identify children whose academic and other abilities appear to match the core values of the school. We are looking for children whose personal qualities suggest they have the potential to benefit from our character curriculum whilst contributing to the school community.

Cundall Manor School expects children can meet our educational, social, and behavioural standards, so that we are certain that we will be able to educate and develop all children to the best of their potential. The curriculum in our Senior School sees pupils taking GCSEs in 9 or 10 subjects. The size of the Senior School necessitates that teaching must be targeted at those pupils who can cope with this curriculum.

We consider all applications and any reasonable adjustments that would be required to enable a pupil with SEND to fully access the curriculum.

Cundall Manor School will only offer a place to a child if the School feels that Cundall Manor is the right school for the child.

Equal Opportunities

All candidates for admission will be treated equally and Cundall Manor School does not take into account parents or prospective pupil's race, colour, language, religion, or other opinion, national or social origin, association with a national minority, orientation, property, birth, or other status. All forms of discrimination are unacceptable.

Human rights and freedoms are respected.

The School carefully balances these lawful needs with the rules of the School community and the rights and freedoms of others.

School assemblies take place several times a week and are conducted within a broadly Christian framework as required by law. All pupils are expected to attend religious events held by the School.

Disability and Additional Support Needs

The school has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under the current legislation in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the school can cater adequately. If necessary, our Educational Access Plan may be adjusted to better support the pupil.

The school needs to be aware of any known disability, additional educational support need, or social/emotional difficulty, which may affect a child's ability to take full advantage of the education provided at the school.

The school must be provided with full written details, including any historical assessments and reports by all parents of a child who has any disability, social/emotional difficulty, or educational learning difficulty, including ASC, ADHD, dyslexia, dyspraxia, or would benefit from additional learning support, when requested by the Head of Admissions as part of the admissions process, prior to visiting the school.

The school needs this information so that, in the case of any child with a disability or additional needs, we can carefully assess those needs and if we feel unable to meet a particular child's needs, this will then be expressed.

Should we continue with the admissions process, we will then consult with parents about any adjustments, which may reasonably be made to cater for the child's needs, both during the admissions process and if an offer of a place is confirmed.

Similarly, if additional support needs or a disability become apparent after admission, the school will consult with parents about reasonable adjustments that may or may not allow the child to continue at the school.

Cundall Manor School has an excellent Learning Support Team who provide help for children with specific learning difficulties. However, each case will be assessed individually to ensure that children entering the School can benefit from the curriculum and play a full part in the life of the School Community. In some cases, the curriculum, facilities or staffing resources may not meet the needs of the child and, in these cases, an offer may not be made. The life of the School is enhanced by inclusive policies but equal importance is given to ensuring that no pupil's education is impaired. In other cases, an offer may be made subject to the provision of additional learning support, which may be provided, though an additional charge would be made.

Prospective pupils with additional needs may be assessed by our SENCO on their taster day to investigate the extent of these difficulties and assess whether the Learning Support Team have the capacity to offer them the support that they require.

We must be confident that we are able to meet the needs of any child before an offer of a place can be made. In this instance, the decision of the Headmaster is final.

Further details of our provision for pupils with disabilities and those with additional support needs are provided in our policies relating specifically to these areas.

Disclosures

Parents must as soon as possible disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities, mental well-being or learning difficulties.

The school reserves the right to subsequently withdraw any place offered based on incomplete disclosure of known or suspected SEND circumstances. Based on such disclosure, the school will confirm whether it is able to fully meet the needs of the child.

Entry into our School

Following a successful admissions process, pupils may enter the school at any age provided that a vacancy exists in the appropriate year group. The likely exception to this is Thornton (Year 11) and Eldmire (Year 10) where a change of school might be deemed educationally unbeneficial, for example, due to the incompatibility between examination courses taught at Cundall Manor School and those taught in the candidate's school.

Application Process

Nursery Application Process

- Collation of prospective pupil information by our Head of Admissions.
- **All** disability and/or Additional Support Needs assessments must be provided by parents at this stage (if applicable), to be considered before the admissions process continues.
- Parents visit arranged to meet our Headmaster.
- Parents tour of the Nursery/School
- A two-hour unaccompanied taster session from 9-11am will be organised with our Nursery Department.
- Following a successful taster session, a place may be offered.
- If a place is offered, a contract pack will be posted to the child's parents. A non-refundable Acceptance Bond of £375.00 is payable per child to secure their place.
- Admission is at the discretion of the Headmaster.

Children over 2 years old can be accepted at any time during the school year into our Nursery subject to availability and our admissions process. Our Nursery team will advise you on an individual basis regarding the best time for your child to start so that we achieve the smoothest transition possible.

For children entering Nursery or Reception, we will ask for reports or learning journeys from previous schools and settings where applicable.

To support your child's learning and development, children must attend Nursery for a minimum of two half-day sessions on different days.

Once your child has successfully settled into our Nursery, we can then look at increasing your child's sessions accordingly, in partnership with you and subject to availability.

If you would like your child to stay for lunch with us, this should be possible once your child has established a settled routine with us.

Full day sessions may only be offered once your child has become an established member of the Nursery class.

These carefully considered steps should help your child to settle more easily within our Nursery routines. If you have any questions regarding this, please do not hesitate to contact the Head of Admissions.

We will endeavour to meet your chosen sessions; however, this is not always possible due to our strict adherence to legal requirements for staff to pupil ratios in Nursery.

Reception Applications

For children transferring from our Nursery this is usually an automatic process. However, on occasion a place in our Reception class may not be offered when Cundall Manor School feels reasonably certain that it will not be able to educate and develop a child to the best of their potential without disadvantaging any of the other pupils in this particular cohort.

- Collation of prospective pupil information by our Head of Admissions.
- **All** disability and/or Additional Support Needs assessments must be provided by parents at this stage (if applicable), to be considered before the admissions process continues.
- Parents visit arranged to meet our Headmaster.
- Parents tour of the EYFS/School
- Prior to the offer of a place into our Reception class, a member of our Reception team will arrange a pre-visit to your child's current Nursery/home to meet them in a familiar setting (if applicable).
- Whilst there are no formal entry requirements, children must attend a successful taster session with us, prior to entry.
- Following a successful taster session, a place may be offered.
- If a place is offered, a contract pack will be posted to the successful child's parents. A non-refundable Acceptance Bond of £375.00 is payable per child to secure their place.
- Children enrolled for Reception will then be invited to a series of subsequent stay and play taster sessions in our Summer Term prior to entry. This will allow children to make friends and familiarise themselves with our setting.
- Admission is at the discretion of the Headmaster.

Our expectation is that children will be toilet trained prior to joining our Reception class. For children entering Nursery or Reception, we will ask for reports or learning journeys from previous schools and settings where applicable.

Where our Reception Class is oversubscribed, the following criteria will be used in allocating places:

- Children currently attending our Nursery
- Children with a sibling in the School
- The date of registration for a place
- A child whose parent(s) were former pupils at our School
- A child whose parent(s) is a member of the Armed Forces

No order of priority is to be inferred from this list.

Pre-Prep, Prep & Senior School (Years 1-11) Applications

- Collation of prospective pupil information by our Head of Admissions.
- **All** disability and/or Additional Support Needs assessments must be provided by parents at this stage (if applicable), to be considered before the admissions process continues.
- Current School reports are requested to be sent to the Head of Admissions.

- Parents visit arranged to meet our Headmaster.
- Parents tour of the school.
- Prospective Pupil Taster Day (from Year 4 upwards, this will include cognitive assessments together with an informal interview with a senior member of staff). The prospective pupil will have an allocated 'buddy' for the day and all children at Cundall Manor School are encouraged to welcome new children into the school to make their taster day a happy and successful one.
- A meeting at the end of the Taster Day with the Headmaster to discuss how the day has gone.
- Further character references and current/previous school assessment information may now be sought.
- A decision may be made at this stage to extend the Taster experience.
- If a place is offered, a contract pack will be posted to the successful child's parents. A non-refundable Acceptance Bond of £375.00 is payable per child to secure their place.
- If the child is starting at the beginning of an academic year, there will be a further induction day in the June, prior to commencing at the School.
- Admission is at the discretion of the Headmaster.

For children transferring from Year 6 into Year 7 this is usually an automatic process. However, on occasion a place in Year 7 may not be offered when Cundall Manor School feels reasonably certain that it will not be able to educate and develop a child to the best of their potential without disadvantaging any of the other pupils in this particular cohort.

An assessment of Numerical and Literacy skills will take place as part of a prospective pupil's taster day experience. These assessments are diagnostic in nature and are intended to provide a basic picture of the child's ability and any potential future support to learning that may be required. If they flag concerns, further additional support assessments may be requested in liaison with the parents of the child.

In addition to this, children with additional learning support needs may meet a member of our Additional Support team and undergo further assessment as deemed necessary. The over-riding aim here is to establish whether the child can be supported successfully by the school.

In all cases there may be informal interviews with senior staff during the taster day to explore the applicant's interests, attitude to School, personal qualities, and ability to contribute to the school community.

The Headmaster of the applicant's current School may be asked to provide a written reference as to the applicant's academic ability, attitude and behaviour, involvement in the school community, talents and interests, and any other special circumstances such as additional needs, or a disability. The reference may also include the results of tests taken at the school (indicating levels of achievement) and predicted grades at GCSE.

Cundall Manor School can be oversubscribed, and for year groups in which all places have been allocated, waiting lists will be established and prospective parents will be informed of this when they express their initial interest in a place at the school and at the point of registration, if they choose to proceed with this.

Class sizes are small. Where any of our year groups are oversubscribed, the following criteria will be used in allocating places:

- Children with a sibling in the School
- The date of registration for a place

- A child seeking a boarding place
- A child with a particular skill, talent, or aptitude
- A child who has been awarded a scholarship
- A child whose parent(s) were former pupils at our School
- A child whose parent(s) is a member of the Armed Forces

No order of priority is to be inferred from this list.

Sibling Policy

Most siblings join us at Cundall Manor School. However, admission is not automatic and there may be occasions where we conclude that a sibling is more likely to be happy and successful in a different academic environment. Sibling discounts are published in our Termly Fees Schedule on our website.

Fluency in English

In order to cope with the academic and social demands of Cundall Manor School, prospective pupils should ideally be fluent in English. However, tuition in EAL (English is an Additional Language), can be arranged at the parent's expense.

Scholarships, Bursaries & Forces Awards

At Cundall Manor School scholarships, bursaries and other awards are made to individual pupils:

- **Bursaries** to assist them in attending the School where it would otherwise not be possible due to financial restrictions.
- **Scholarships** to encourage excellence across the curriculum.
- **Sibling discounts** to assist families with more than one child, in making the School's provision available to siblings.
- **Forces Awards** to provide families who are part of Forces with a consistent and continuing education for their children.

Scholarships are awarded for academic, artistic, musical, dramatic, sporting or all round excellence.

Bursary applications are open to any family with children already in the School, or who are interested in sending their children to the School.

Forces awards are available for any family who qualify for Forces Allowance.

For more information, please refer our Scholarship & Bursaries Policy which is available on our website.

School Fees

Details of Cundall Manor School Termly Fees & Additional Charges can be found on our website.

Our preferred payment method is that fees are payable by ten monthly direct debit payments to commence in August. Children joining us during an academic year will be billed on a pro rata basis. Any School Fees and extras not paid using our preferred direct debit scheme are due on or before the first day of each term.

A minimum of one term's notice in writing must be given for a pupil's withdrawal from the School. A Full term's fees will be charged in lieu of notice.

We reserve the right to refuse a place where there is an outstanding debt with another provider.

Fees are reviewed annually by the Governors who will advise parents of any changes before the start of the new academic year.

For more details, please refer to our Terms & Conditions, which are available on our School Website.

Contractual Terms & Conditions

Our Parent Contract is sent to parents once a place has been offered.

Special Circumstances

We recognise that an applicant's performance during our assessment procedure may be affected by particular circumstances, for example:

- If he/she is unwell when taking tests or has had a lengthy absence from his/her school;
- If there are particular family circumstances;
- If there is a relevant educational history, for example education outside the British system;
- If the applicant has a disability or specific learning difficulties;
- If English is not the candidate's first language.

In any of these cases, we may request further information such as a medical certificate or educational psychologist's report and any associated correspondence or details from the pupil's current School (including samples of work) or any family history of dyslexia, as we consider necessary to make a fair assessment.

Admissions Decisions

At all stages, the admission of a prospective pupil is at the discretion of the Headmaster. This decision is final.

Discipline & Exclusion

The school's policy on Exclusions, School Rules and Regulations are set out in the Parental Contract and clearly details the procedure for appeal of any decision to exclude a pupil permanently from the School.

All parents' and pupils' should be aware of the more serious sanctions, including suspension and exclusion that the Headmaster can impose for serious breaches of the rules and regulations, including criminal behaviour. Examples of serious breaches of the rules and regulations include:

- Drug abuse
- Alcohol and tobacco abuse
- Theft
- Bullying
- Physical assault/ threatening behaviour
- Corruption
- Fighting
- Sexual harassment
- Racist or sexist abuse

- Sexual misconduct
- Damage to property
- Persistent disruptive behaviour
- Bringing dangerous objects into School
- Actions that bring the School's name and reputation into disrepute
- Pupils making malicious accusations against staff
- Inappropriate online behaviour, in line with the above breaches

The Headmaster keeps a record of any serious behavioural infringements and Headmaster's detentions in a Behaviour Log, which is kept securely in the Headmaster's office.

Related Policies

Safeguarding & Child Protection Policy – including EYFS

Behaviour Policy Including Exclusions & EYFS

Anti-Bullying Policy

Equal Opportunities Policy

Accessibility Plan

Scholarship & Bursaries Policy

Parent Contract, Terms & Conditions

SEND Policy