



## APPLEFORD SCHOOL

### ADMISSIONS POLICY AND PROCEDURE

**This Policy applies to the whole school, including boarding.**

The Policy is publicly available on the school website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office. All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal school hours including activities away from school.

We have a whole school approach to safeguarding, which is the golden thread that runs throughout every aspect of the school. All our school policies support our approach to safeguarding (child protection). Our fundamental priority is our children and their wellbeing; this is first and foremost.

All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal school hours including activities away from school. This policy also takes into consideration the National Minimum Standard (NMS) for residential special schools (RSS).

#### **Applies to:**

- The whole school, all staff (teaching, boarding and support staff), proprietors and volunteers working in the School

**Legal Status:** The Education (Independent School Standards) (England) (Amendment) Regulations.

#### **Related documents:**

- Prospectus
- Acceptance Form
- Home School Agreement
- Parent-School Contract

**Monitoring and Review:** This policy is subject to continuous monitoring, refinement and audit by Dr Peter Gardner (Managing Director), the Advisory Board and Mr David King (Headmaster). The Proprietor will undertake a full annual review of this policy and procedures, inclusive of its implementation and the efficiency with which the related duties have been discharged. This discussion will be formally documented in writing. The Proprietor recognises the expertise staff build by undertaking safeguarding training and managing safeguarding concerns. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the update/reviewed policy and it is made available to them in either a hard copy or electronically.

Date reviewed: September 2023

Date of next review: September 2024

Signed:

Dr Peter Gardner  
Directing Lead and Proprietor

Mr David King  
Headmaster and Company Director

### ADMISSIONS POLICY AND PROCEDURE

*Appleford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.*

Appleford School was established in 1988 by two experts in the field: Dr Peter Gardner, a highly qualified and experienced psychologist and psychotherapist and Gerald Trump who founded the first school for dyslexic children in the UK. Appleford's aim from its inception has been and still is to provide a high quality education for children aged 7 – 18 with dyslexia and associated learning difficulties to include dyscalculia, dyspraxia, Autistic Spectrum Disorder ASD and Attention Deficit Hyperactivity Disorder ADHD. Please note, however, we are unable to consider applications for children with Global Developmental Delay, Emotional Behavioural Difficulties and Oppositional Defiance Disorder.

The overall purpose of our Admissions policy and procedures are to ensure appropriate procedures for induction and support for children on admission to the school to ensure that they are familiar with staff, other children, the school's expectations and daily routine (NMS for RSS s.6.4) Procedures are therefore implemented and reviewed to ensure that this remains the case.

We welcome applications irrespective of disability, religion, race and ethnicity. The School also welcomes applications from children of families in the services and placements by local authorities. We are a co-educational provision but due to the specific educational needs of our pupils, we can only accept children who have English as their first language.

If, after reading the school prospectus and visiting the website, you would like to learn more about Appleford, please contact our Registrar to make an appointment to meet with the Headmaster, Mr David King. The meeting will enable you to discuss your child's individual needs and give us the opportunity to explain our unique approach.

Our admissions procedure also involves sight of relevant reports including an up to date Educational Psychologist's report. The reports are reviewed by our Head of Learning Support and the Therapy team to establish whether, on paper, we can meet the needs of the child. The Head of Learning Support and Registrar may also consult Heads of Department and/or Boarding.

Following your visit, you may be given the opportunity to book your child in for a three day taster (day place) or three night taster (boarding place). Your child will be assessed and observed during the course of those days and we will determine whether we can meet his/her needs. If an offer of a place is made, you will have a period of three weeks in which to accept the place. Upon accepting the place, we require a £550 deposit. International pupils pay a term's deposit in advance.

The Headmaster of the School is David King, whose address for correspondence during both term times and holidays is: Appleford School, Shrewton, Nr. Salisbury, Wiltshire, SP3 4HL. The Headmaster and the Proprietor may be contacted on email: registrar@appleford.wilts.sch.uk or telephone: 01980 621020, fax: 01980 621366.

Prior to a child's attendance at Appleford the parents or guardians must complete and sign the:

- Registration Form
- Acceptance / Health Form
- Parental Consent Form
- Parent School Contract Standard Terms and Conditions.

This provides Appleford with the following vital information, and informs the parents of the basic standards of behaviour and the attitude towards teaching and learning that the School expects and requires.

- Name, home address and date of birth of child
- Starting date
- Name, address, telephone numbers and emails of parents or guardians
- Emergency telephone numbers of parents or guardians (three different contacts required)
- Special diets
- Arrangements for collection for younger children and those with special needs that makes collection by an adult essential
- Name, address and telephone number of the child's doctor
- Illness and inoculation details
- Details of any allergies or medical needs
- Any special education needs or disabilities inclusive of specific learning difficulties
- Parental consent for emergency procedures
- Confirmation that all reports have been forwarded by parent/carer to Appleford.

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**Children with Special Educational Needs/Disabilities:** where a child arrives with an Education, Health and Care Plan (EHCP), we will always consult with the parents and the Local Authority, to ensure that the needs of the Plan are met. We also ensure that relevant reviews, including the annual review, are carried out as required by regulation and best practice. The School will make reasonable adjustments to meet the needs of children with a Plan or children with special needs/disabilities. Our school has a policy and procedures for children with *Special Educational Needs and Disabilities (SEND)*.

**Overseas Pupils:** Appleford has a long tradition of welcoming pupils from around the world. International pupils are fully integrated into all aspects of school life and bring diversity to the Appleford community. We have a special interest in the pastoral care of all overseas pupils, and we aim to help them settle happily and smoothly into their new environment. When a new pupil arrives, they are warmly welcomed in the school routine, which may at first feel unfamiliar to them.

We require overseas pupils to have a UK guardian or an Agency, to cover any period of sickness and to cover Exeat weekends and school holidays, if necessary. All pupils must have a valid passport and visa and for non-UK pupils, we are registered with the Home Office under a Tier 4 Sponsorship Licence. We use a reputable taxi firm for airport transfers in the UK and/or their UK guardian.

**Waiting List:** we do operate a waiting list and places are allocated in accordance with the criteria of the admission policy. At the time of receiving an offer of a school place, parents will be advised of the process for having their child's name on a school's waiting list. Parents may keep their child's name on the waiting list of as many schools as they wish and for as long as they wish – providing they have paid the deposit.