



ADMISSIONS POLICY

Last Review Date: October 2023
Policy Owner: L Boggi
Approved by: W Keat (Curriculum Governor)
Next Review Date: October 2024

General

Canbury School is a co-educational independent day school for students from ages 11 to 18. The school has a maximum of 76 students. Deciding on the right school for your child is very important and we believe that a personal visit is essential. We offer school tours with the Admissions Registrar every Tuesday and Friday.

While the main point of entry is in Year 7, we may also have occasional places in other year groups.

Please contact our Admissions Registrar on 020 8549 8622 or email lboggi@canburyschool.co.uk to arrange an induction meeting.

Applicants for admission should register during the year preceding the desired year of admission. (The Registration Form is at the end of this document - a registration fee is required).

Applicants who satisfy the entry requirements and whose parents/guardians accept and comply with the School's Standard Terms and Conditions, may be offered a place subject to the completion of the Acceptance Form and payment of a deposit.

The Assessment Process

The aim of the process is to identify potential. We are looking for well-rounded students with a genuine interest in education in the broadest sense of the word, with interests that go beyond the confines of the academic curriculum. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

The process follows these steps:

The representative of the student makes contact with the school. The Admissions Registrar will answer initial enquiries about the nature of the school's facilities, curriculum and ethos.

If the representative is satisfied that the school may be an appropriate placement they will be invited to visit the school. The school will request that the most recent school report and any additional educational, medical and diagnostic information is sent to the school.

The Head meets the student's representatives with or without the prospective student to discuss the student's educational history, needs and the provision offered by Canbury School. The paperwork is reviewed by the Registrar, the Head and SENDCo; further information or confirmations of reports may be sought or requested by the school at any stage of the process.

The student may then be invited for an assessment day/s. The student will join an age appropriate teaching group and participate in a school day. The class teachers set a number of tasks to establish the student's current level of functioning in a variety of subjects. The aim of the day is to establish a greater understanding of student's skills and the potential they have to progress at Canbury School.

All staff who have contact with the prospective student during the day then give feedback to the Head about the child's performance, including behaviour and interaction with other students.

The Head may request that the child spends another day or two in school if necessary to ensure that the correct decision can be made on whether Canbury School is suitable and can meet the child's educational needs.

A letter confirming acceptance or expressing inability to provide a suitable educational setting is written by the Head and sent to the student's representative(s).

For new Year 7 students, an induction morning is held towards the end of the Summer Term each year.

Following assessment days, the offer of a place is made within a month. If the parents wish to take up the offer they must return a completed Acceptance Form and together with payment of the deposit fee to secure the place.

Equal Treatment

Our aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our young people for today's world.

Please see our Bursaries information below.

Bursaries are offered subject to the completion and satisfactory assessment of our Bursary Form.

Canbury School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background.

Special Needs

We welcome students with special educational needs, including those with Statements of SEND or EHC Plans, providing that our Learning Support Department can offer them the support that they require. We welcome students with physical disabilities provided that our site can cope with them. However, we advise parents of children with special educational needs and/or physical disabilities to discuss their child's requirements with the Registrar before they visit the school so that we can make adequate provision for them. Parents should provide a copy of an Educational Psychologist's report or a medical report to support their request, for example, for extra time or other special arrangements.

We will discuss thoroughly with parents and their specialist advisers the adjustments that can reasonably be made for the child if they become a student at the school.

Overseas Applicants

We welcome overseas students provided they have a relative or legal guardian living in the UK with whom they can stay and the student has an appropriate visa for entry to study in the UK. The offer of a place depends upon a recent school report (written in English) and any supporting evidence.

Canbury School is an independent day school. Students are admitted by a combination of assessment, review of documentation including EHCP, observation during trial days and interviews/discussion with parents and professionals, as necessary, to ensure that Canbury is a good fit for the child. Students will be selected on the basis that they are likely to be able to cope with the curriculum. Therefore, students should have an acceptable fluency in English. A specialist teacher could be engaged if appropriate, at the parents' or LA's request and expense.

Religious Beliefs

Although Canbury School has Christian roots, it is non-denominational and we do not select for entry on the basis of religious belief. We offer the opportunity for those of other religions to practise their own faiths.

Bursaries

Canbury School's bursary programme is generous and is designed to make it possible for those who meet Canbury School's entry criteria to take up a place here. The school offers means-tested awards annually to entrants at the usual points of entry, where the parents have indicated on the registration form that they require financial support. Bursaries are means-tested in accordance with the criteria

published on the school's website. Both parents, if applicable, are required to provide proof of their income and assets. The level of support varies according to parental need and funds available.

Bursaries are always offered for one academic year at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the school. Levels of support may vary with fluctuations in income.

The School's expectation is that parents will apply for a bursary at the time of their child's entry to the school. However, we acknowledge that there may be a change in parental circumstances which would necessitate applying for a bursary at another point in the child's school career.

School's Contractual Terms and Conditions

Copies are available from the School Office and must be signed by parents as part of the admissions process. They are reviewed by the Governors from time to time to ensure that they comply with the law.

Complaints

We hope that you and your child do not have any complaints about our admissions process; but copies of the School's 'Complaints Procedure' can be sent to you on request.

This policy will be reviewed annually and updated if necessary.