CANBURY SCHOOL

ADMISSIONS POLICY

Last Review Date:	**September 2026**
Policy Owner:	**L Boggi/ P Rich**
Approved by:	**L Clancy (co-chair governor)**
Next Review Date:	**September 2027**

General

Canbury School is a co-educational independent special day school for students from ages 11 to 18. The school has a maximum of 80 students. Deciding on the right school for your child is very important, and we believe that a personal visit is essential. We offer regular school tours with the Admissions Registrar throughout the academic year.

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 apply during the year preceding the desired year of admission. A registration form will be sent following a tour of the school and a registration fee of £120 (incl VAT) is required. Registration fees are non-refundable, regardless of whether a placement is ultimately offered or accepted.

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:

1. 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.

2. If the representative is satisfied that the school may be an appropriate placement, they will be invited to visit the school. Following a tour, if the representative still wishes to progress with the application, the school will request that the student is then registered and their most recent school report and any additional educational, medical and diagnostic information is sent to the 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.

3. If it is felt that the student may be a suitable match for the school, then they will 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.

4. Prospective students will sit an online baseline CEM assessment to determine their academic levels. This forms one part of our decision making process.

5. 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.

6. 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.

7. The representative of the students whose reports meet our student profile will be invited to meet the Head with or without the prospective student to discuss the student's educational history, needs and the provision offered by Canbury School.

8. 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).

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

    b. 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 applicants. In accordance with the Equality Act 2010, the school does not unlawfully discriminate on the grounds of sex, race, disability, religion or belief, sexual orientation, gender reassignment, or pregnancy and maternity. We also welcome applications from candidates of all social backgrounds.

Special Needs

We warmly welcome students with special educational needs and disabilities (SEND), including those with Education, Health and Care (EHC) Plans, provided our setting can offer the specialised environment and support they require to learn and make good progress. In accordance with our obligations under the Equality Act 2010, we welcome applicants with physical disabilities and are committed to making reasonable adjustments to ensure they can participate fully in school life. To support this process and ensure adequate provision or access arrangements can be explored ahead of a trial day, parents of children with SEND and/or physical disabilities are advised to discuss their child's requirements with the Registrar prior to their personal visit.

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 hold an appropriate visa for entry to study in the UK and reside with a parent or legal guardian. Where an overseas student under the age of 16 (or 18 if disabled) is arranged to stay with a host family or an adult who is not a close relative for more than 28 days, this constitutes a private fostering arrangement under the Children Act 1989. In such

circumstances, the school will fulfill its statutory safeguarding duties by notifying the local authority immediately to ensure the placement is safe and suitable.

The offer of a place depends upon a recent school report (written in English) and any supporting evidence.

Canbury School is an independent special 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 do not have any complaints about our admissions process. Please note that while we aim to address any concerns informally, the school's formal statutory Complaints Procedure is available exclusively to parents of currently registered students and does not apply to prospective parent enquiries or admissions refusal decisions.

This policy will be reviewed annually and updated if necessary.