



ADMISSIONS POLICY

INTRODUCTION

1. This policy is a 'Whole School Policy' and informs practice in the Senior School, Prep School and Nursery. Our Governing Body applies the regulations on admissions fairly and equally to all those who wish to attend the School. We seek to be an inclusive school welcoming children from all backgrounds and abilities provided we feel able to meet their needs. All applications will be treated on merit and in a sensitive manner.
2. The only restrictions we place on entry are those of number and considerations of need. If the number of children applying for entry exceeds the places available or if we feel we cannot adequately provide for a child's needs, we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents to find a place for their child at the school of their choice whenever possible.

ADMISSIONS PROCESS

3. Parents are encouraged to spend some time looking around the school and learning about us. We hold a number of Open Days to give prospective parents and pupils a general introduction to the School and details are published on the School's website. Further details are available from the Registrar, Mrs Jackson, at JacksonL@battleabbeyschool.com (phone - 01424 776806).
4. If parents are interested in seeking a place at the Senior School, Prep School or Nursery, then a day is arranged for their child to spend time with us to see the reaction of the child to us and so that we can assess the child to ensure that we are the right school for the child. Additional 'settling in' visits are offered for Nursery pupils. The parents then complete a registration form and in due course are sent a letter offering a place. When the acceptance form is signed and deposit paid, their child's place is secure. Entry to the Senior School is either by examination, interview, a pupil's report from their previous school, or on forecast attainment in a public examination.
5. Children may enter the school from 2 years of age subject to available places. They may enter the Reception class in the September after their 4th birthday and if they are in Reception class and 4 years of age, they are eligible to receive Early Years funding. Prep School children transfer to the Senior School in Year 7 if they have reached the required level of attainment, and may apply for scholarships based on academic, artistic, musical or sporting ability. Scholarship exams are held in late January or early February each year. Scholarship exams are also held for entry into Year 9 at the same time.
6. Admission to the Sixth Form will depend upon availability of places and a pupil's prior attainment at GCSE. Pupils are expected to achieve a minimum of 5 A* - C grades in order to achieve a place and there are also specific requirements for several A Level courses. If an applicant does not meet the criteria, the School reserves the right to use its discretion to offer a place either on a BTEC course or on an alternative A Level option. If an applicant does not meet the criteria, the School reserves the right to use its discretion, based on the School's knowledge of the applicant, to offer a place or suggest an alternative subject option.

7. Very occasionally, we may offer places to pupils in the Senior School one year ahead or behind their standard year group if we consider, as a matter of professional judgement that this would be in the best interests of the pupil and the School.

BOARDING

8. We welcome overseas and British pupils as boarders from Years 7 – 13 inclusive provided they have a relative or legal guardian living within 8 hours of the School with whom they can stay (see Appendix 1). We also offer a short term study programme ranging from one term to one year if space is available. We are able to support pupils with English as an Additional Language (EAL) and we provide appropriate tuition to meet their needs. The School reserves the right to accept a pupil into a specific year group at their discretion.

SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

9. We aim to be inclusive in our admissions process and although we have limited facilities for disabled children, especially in the Senior School, will do all that is reasonable to comply with our legal and moral responsibilities under the *Special Educational Needs and Disability Act 2001* in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.

10. The School needs to be aware of any known disability or additional educational need which may affect a child's ability to take full advantage of the education provided at Battle Abbey. Subject to our entry requirements being met, we welcome pupils with special educational needs or physical disabilities. We advise parents of such children to discuss their child's requirements with us in detail before registering for a place and before he / she takes any entrance assessment. Where necessary, parents will be asked to provide a copy of an Educational Psychologist's report or a medical report which will enable us to determine if the child's needs fall within the scope of our Learning Support provision (which may be provided at additional cost) and to determine if the nature of the School site can accommodate the needs of the child with physical disabilities. Pupils may be allowed extra time for their assessments if there is evidence that this provision will enable them to demonstrate their academic potential.

11. Similarly, if additional education needs or a disability become apparent after admission, we will consult with parents about reasonable adjustments that may allow the child to continue at the School.

PAPERWORK

12. Parents are required to complete a Registration Form at the start of the admissions process but this does not guarantee admission to the School or bind parents in any way. Once a place has been offered by the School, parents should confirm the decision for their child to join by completing the Acceptance Form and returning it to the Registrar with the appropriate deposit. Deposits are not refunded if places are subsequently not taken up. A copy of the School's Terms and Conditions is provided to parents as part of the admissions process.

13. The School maintains an Admission Register in accordance with the Education (Pupil Registration) (England) Regulations 2006 (see Appendix 2).

APPEALS

14. If we do not offer a child a place, it will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much or because we feel we are unable to provide for the child's special needs. If parents wish to appeal against a decision to refuse entry they can do so to the Head and the Board of Governors whose decision is binding for all parties concerned.

This policy was reviewed by the Academic Committee on 6 Feb 17.

GUARDIANS AND GUARDIANSHIP ORGANISATIONS

INTRODUCTION

1. During term time the School takes responsibility for each pupil's welfare and acts in loco parentis and the overriding consideration is our duty of care to our pupils. However, there are times (eg half term breaks, illness, suspension or exclusion) when the School must be able to hand over parental responsibilities to another adult – the appointed guardian or guardianship organisation.
2. Parents resident abroad must arrange appropriate guardianship support for their child – irrespective of his or her age - while they are pupils at Battle Abbey. The appointed guardian must be able to act with the full authority of the parents. The School must be advised in writing of any change of guardian / guardianship arrangements.
3. The choice of guardian is the responsibility of the parent: Battle Abbey can accept no legal responsibility for any guardianship arrangements. The School expects the guardianship arrangements to meet the expectations outlined below:
 - a. The guardian may be an appointed guardian via a guardianship agency or a nominated friend of the family or another family member.
 - b. The guardian must be over 18 years of age, live within 8 hours of the school and be available if called upon during term time.
 - c. The guardian must speak sufficient English to communicate adequately with the School.

ASSOCIATION OF EDUCATIONAL GUARDIANS FOR INTERNATIONAL STUDENTS (AEGIS)

4. Parents who have not chosen a family member or friend as a guardian are recommended to appoint a reputable guardianship organisation that is accredited by the AEGIS. This is a national body for monitoring and regulating the welfare of international students and provides accreditation of guardianship organisations in line with the National Minimum Standards for Boarding and guidance from Ofsted. The AEGIS website is at www.aegisuk.net and contact details are via email at info@aegisuk.net or phone at 01453 821293. The Registrar can provide parents with a list of local AEGIS accredited guardians but the School is not in a position to recommend any particular guardian.
5. If parents fail to provide a suitable guardian, the School reserves the right to employ the services of a guardianship agency who will appoint a guardian, the cost of which will be charged to the parents' account.

GUARDIAN RESPONSIBILITIES

6. Guardians are expected to:
 - a. Act with delegated parental authority in the case of an emergency and in other matters agreed by the parents.
 - b. Respect and support the rights, religion and customs of the pupil.
 - c. Provide accommodation for the pupil during holidays unless the pupil is going home (bed and breakfast or hotel accommodation does not fulfil this requirement unless the guardian is staying with the pupil at the same establishment).

- d. Provide safe care for the pupil during any overnight absence from the School (in the unusual event of the School having to close due to an epidemic or a pandemic the guardian will be responsible for collecting and caring for the pupil).
- e. Collect and return the pupil to and from the School in accordance with the published term dates or ensure that suitable arrangements are made and confirmed in writing with the School.
- f. Receive reports and other communication from the School and attend Parents' Evenings if requested to by the pupil's parent.
- g. Provide immediate contact details if they are going to be out of contact for any period of time. This second contact must be appointed by the guardianship organisation or fully authorised by the parents and will be subject to the same requirements as the main appointed guardian.
- h. Be familiar with the school's rules, regulations and policies, in particular the Pupils' Lodgings Policy which takes account of private fostering and the Boarding Schools' National Minimum Standards (a copy of this policy is available from the Registrar).
- i. Liaise with the Head of Boarding as necessary on any pastoral or educational matters concerning the pupil.
- j. Notify the School of any changes in contact details as soon as possible.

ADMISSION REGISTER

1. For each pupil, the Admission Register must contain:
 - name in full;
 - sex;
 - name and address of every parent of the pupil and an indication of which parent the pupil normally lives with and which parents hold parental responsibility as defined by Section 3 of The Children Act 1989. (Parents holding parental responsibility, even if not actually caring for the child, have a right to receive relevant information from the school in respect of any pertinent matter affecting the child, unless a court order indicates otherwise).
 - from September 2016, where a parent notifies a school that a pupil will live at another address, in addition or instead, the new address, the full name of the parent with whom the pupil will normally live in future and the date from which it is expected the pupil will normally live there, where it is reasonably practicable for the school to ascertain this information;
 - at least one telephone number at which the parent can be contacted in an emergency;
 - day, month and year of birth;
 - day, month and year of admission or re-admission to the school;
 - name and address of the school last attended, if any;
 - an indication of boarding or day attendance;
 - from September 2016, the name of the destination school (or additional school, in the case of dual registration) notified by a parent and the first date of attendance, where it is reasonably practicable for the school to ascertain this information.

2. The name of a pupil must be included in the register from the beginning of the first day on which the school has agreed, or has been notified, that the pupil will attend the school. For most pupils the expected first day of attendance is the first day of the school year.

3. Deletions from the Admission Register are also regulated. Since 2006, the School has been obliged to inform East Sussex County Council (ESCC) where a pupil's name is going to be deleted from the admission register on certain grounds (eg when the child has been taken out of school to be home educated, when the family has apparently moved away, when the child has been certified as medically unfit to attend, when the child is in custody for more than four months or when the child has been permanently excluded).

4. The School must also notify ESCC within 5 days when we remove or add a pupil's name to the admissions register at non-standard transition times. The lawful grounds for removing a pupil, including the original ones above, and the information to be reported to ESCC, are set out in Department for Education guidance (*Children missing education September 2016*). We are also under a duty to provide information to ESCC for standard transitions if requested. We recognise that children missing education may pose a safeguarding issue particularly when a child leaves with no known destination

5. The School is also obliged to notify ESCC when a pupil fails to attend school regularly or is absent without leave for more than 10 continuous school days.

6. The Registrar is generally responsible for contacting the ESCC Education, Support, Behaviour and Attendance Service (ESBAS) on admission register matters (via off-rolling@eastsussex.gov.uk (phone – 01273 481967)) although if there is a safeguarding concern, the referral may be made via the Designated Safeguarding Lead in the Prep School or Senior School.