

Admissions Policy

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1. Admissions Procedure

All candidates for admission will be treated equally, irrespective of their, or their parents' race; colour; language; religion; political or other opinion; national or social origin; association with a national minority; property; birth or other status.

Parents should also note that Chandlings is a Christian based school and this is reflected in its ethos – although all denominations are welcome in the school. We expect all of our pupils to attend our School Assemblies and services; however, parents may choose to withdraw their children from collective worship provided prior notification is given to the School.

2. Registration and Points of Entry

Parents may apply to register a child for entry at any time before the usual entry point of either 2+ (Nursery) or 4+ (into Reception classes) and at 7+ (into the Prep Department).

If places are available pupils may enter at other ages and at other times during the academic year.

On completion of a registration form and payment of a registration fee, pupils will be registered for entry at a particular date:

- Into Nursery at any date immediately after their second birthday, should space be available
- Into Reception in September if their 4th birthday falls on or before 31st August
- Into Year 3 if their 7th birthday falls on or before 31st August and so on

Some flexibility is offered to those children very young (August birthdays) or old (September birthdays) concerning which year group is appropriate to their needs and abilities. Should a child be placed 'out of year' group their progress, both social and academic, will be closely monitored and the school reserves the right to make adjustments to their year group if this is felt necessary.

3. Assessment

- Available places are offered to pupils, irrespective of class, race, ethnic group, disability and religion, although parents are advised to visit the school to satisfy themselves that the school is reasonably equipped to meet the needs of the child.
- Owing to the family atmosphere of the school, the school tries to provide places for siblings, wherever possible. Although a 'family friendly' policy exists, early registration of siblings is strongly recommended as places cannot be guaranteed without it.

- The school is academically selective and it reserves the right to refuse entry to those children not reaching the required standard.
- Places in Year 3 upwards are subject to competitive assessment.
- Places in Year 1 and 2 are subject to an assessment. Children are usually invited to join a group, corresponding in age, during which time these assessments are carried out. Offers will be made subject to these.

4. Early Years

Children wishing to join Reception are invited to spend a little time in school where they will be informally assessed. Places will be offered subject to this assessment.

- In Nursery, parents may select whichever sessions/days they wish their child to attend. Pupils must attend a minimum of 2 sessions, on separate days, to assist with the child's settling and adjustment. Places are subject to availability and offered on the understanding that an offer of a place in Nursery, typically secures a place in Reception at the appropriate time

5. Offers

In accordance with the SEN Code of Practice, 2014, the school will make reasonable adjustments for pupils. However, the School will not offer a place if it is unable to provide adequately or appropriately for the child's physical and educational needs, or, if in attending to the child's needs would, to an unreasonable degree, affect the educational progress and welfare of classmates, or the welfare of the staff.

The School will inform the parents of their decision and give details of the reasonable adjustments they are prepared to make or give reasons why the offer of a place will not be made. If an individual child may be better served elsewhere, then the school will endeavour to offer appropriate guidance to the prospective parents.

Should a child experience severe difficulties at any time during their education at Chandlings, despite the best efforts of teachers and Learning Support teachers and any reasonable adjustments that have been made, then this will be fully discussed over a period of time with the parents and, in some cases, it may be appropriate to find another school more able to respond to the needs of that child.

- Parents who have been offered a place for their child are asked to read the Terms and Conditions and confirm their acceptance by returning their signed Acceptance Form within two weeks of the offer date.

- Confirmation of a place must be accompanied by a non-refundable deposit which is then held for adjustment against the final term's fees.
- If the School for any reason should be unable to finally accept the child then the deposit will be returned in full.

Admission to Chandlings is at the discretion of the Head.

6. Document Information

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Name of individual/department responsible	Anna Poole, Admissions
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