



# ADMISSIONS POLICY

## SEPTEMBER 2024

Governor responsibility	Full Governing Body
Governor Lead	Chair of Governors
Status & review cycle	Statutory Annual
Policy details (date & version)	September 2024
Next review date	September 2025

**Legal Status:**

- Complies with The Education (Independent School Standards) (England) Regulations 2014  
[The Independent School Standards - Guidance for independent schools \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/304242/the-independent-school-standards-guidance-for-independent-schools.pdf)

**Applies to:**

- Whole School

**Related Documents:**

- Behaviour Policy
- Equality Opportunities Policy
- Equality Act 2010
- Special Educational Needs and Disability Act 2001
- Standard Terms and Conditions

**Available from:**

- This Policy is available to parents on the school website or a copy can be requested from the school office.

**Monitoring and Review:**

- To be continuously monitored and reviewed annually or earlier if there are changes in legislation, regulatory requirements or best practice guidelines so require.

**Introduction**

1. Moon Hall School, Reigate is a school for children whose main learning need is dyslexia.
2. The Head Teacher is responsible for admissions and the operation of this policy.
3. The aims of this policy are:
  - i. To ensure compliance with the school's purposes
  - ii. To set selection criteria and procedures that are consistent with these purposes and fair to all applicants
  - iii. To identify applicants whose academic and other abilities appear to match the ethos and standards of the school and whose personal qualities suggest they have the potential to contribute sufficiently to the School community and to benefit from the many opportunities that are offered by the School.
4. The offer of places is determined and reviewed annually by the Governors and Head Teacher of the School.

5. The policy and admissions procedures are carried out in accordance with the Equality Act 2010 and Special Educational Needs and Disability Act 2001 and are reviewed annually by members of the Senior Management Team and the Governors of the School. No applicant will be treated less favourably during the application process on the grounds of their skin colour, race, nationality or ethnic or national origin, gender, religious faith, disability, orientation, or socioeconomic group.

6. The school adopts a strict admission procedure to ensure we are the right school for potential pupils.

### **General Statement of Admission**

We welcome applications on behalf of girls and boys from any educational background. Admission is based on review of submitted specialist reports relating to the child's educational needs and developmental progress and these must include a diagnosis of dyslexia as his or her primary special educational need. Admission is also based on attendance at a school taster day/day which should support the decision-making process and confirms whether the school can meet the child's needs. Please note there is no guarantee of an offer of a place from our Junior School to Senior at MHR.

We always recommend a visit to see the school and to talk with the Head Teacher, SENCo, and other members of staff before submission of documentation is made. We warmly welcome you and your family to join us at a forthcoming Open Morning or on an individually arranged visit. Please see our contact details to arrange a meeting and we look forward to seeing you.

We specialise in teaching dyslexic children in small classes and our staffing and other resources are focused on our specialisation. We carefully assess the needs and suitability of each pupil before making a decision as to whether we can offer a place. Our criteria is that we must believe that we can meet the child's needs with the resources and expertise we have available without diminishing the provision to our existing cohort of pupils.

Moon Hall School, Reigate is not able to consider applications on behalf of children who have other special needs which require specialist expertise or facilities which Moon Hall School, Reigate is not equipped to provide.

Moon Hall School, Reigate will not offer any child a place unless the staff involved in the admissions process feel confident that they can help him or her within that context.

We also need to be satisfied that the child's parents are in agreement with us as to the child's needs and how best to meet them and are wholly supportive of the school and its ethos. We believe strongly that the partnership between parents and school are essential in ensuring the best outcomes for a child. If at any point of the admissions process, it would appear that parental expectations are not aligned with the school's educational offer, then the offer of a place may be removed at the discretion of the Headteacher.

#### **Procedure**

The following are required to be submitted by parents/guardians:

- Provision of “first enquiry” information and we would **advise** that parents/guardians visit the school prior to submission of documentation.
- Provision to us of complete copies of any specialist reports relating to the child’s educational needs or developmental progress including:
  - Educational Psychologists and other specialist reports which must include a diagnosis of dyslexia as his or her primary special educational need, it must identify any secondary needs and their relationship to dyslexia, and it must contain a full cognitive profile
  - Speech and Language Therapist’s Report and/or Occupational Therapist’s report if applicable
  - CAMHS or any other professional reports
  - Latest school report including National Curriculum ‘levels’
  - Any other reports applicable to the admissions criteria described above.
- If your child has a statement of Special Education Needs/EHCP it is essential that you submit a copy of the statement with your application.
- Payment of the Processing Fee is required prior to review of the documentation, (please refer to our website section on ‘Fees’).

In the event of a waiting list/ the school being at full capacity

- When the school has reached its maximum capacity, then a waiting list will commence.
- Places will be offered to those on the waiting list, when a space becomes available
- Waiting list offers will not necessarily be offered on a “first come first served” basis but instead suitability of that pupil with the specific cohort.
- Ultimately the offer to a waiting list pupil will be decided by the Headteacher after taking all things into account

### **Taster Days**

If on the basis of the information available to us we determine that the child’s needs are ones which the school has the expertise and facilities to meet, and that the child’s profile indicates a fit with the existing cohort of pupils at the school without disruption to their education, we will invite him or her to attend a minimum of two taster days.

The purpose of the taster day/days is to observe the child within the school context and obtain the views of teachers on; whether the child’s needs are ones we can meet, whether the child will

be able to fit in with the peer group and to obtain the views of the child and the parents. We may ask that your child has a screening assessment by our Speech and Language therapist, and you will be notified of this in advance. This will take place on the taster day/days and a fee will be chargeable, (please refer to our website section on 'Fees'). We will notify you of any costs prior to any suggested assessment.

## **Offer of a Place**

The Head Teacher or Admissions Registrar will inform you by letter, call or email if the school can meet or is unable to meet your child's educational needs. Acceptance of an offer of a place includes acceptance of the school's standard terms and conditions. Completion of the Registration Form and payment of the Registration Fee and deposit is required at this stage.

Please note that priority for Year 7 places in our senior school will be given to pupils at our junior school. In order to preserve priority over applicants from other schools, parents of pupils currently at our junior school are asked to confirm, by the end of the Autumn Term when their child is in Year 6 if they are wishing to take up a place in our senior school. Please note that transfer from our junior school to our senior school is subject to a review of the pupil's performance to ensure that the school is able to continue to meet the pupil's needs.

We have found from experience that time is a critical factor and the earlier dyslexic children join us the more successful we can be in helping them develop strategies for managing their dyslexia and providing them with a firm base from which they can build academic achievement. We therefore offer the opportunity for pupils to join us at any time during the academic year if this is appropriate and places are available.

## **Consent and Information required after Offer of a Place**

Prior to admission the following consents and information will be required:

- Consent in respect of the child's freedom to play in the school grounds, to travel with school groups on outings and to be included in photographs of the school and its pupils for the purposes of the school. For example, as parents you will have the choice to give your consent to the school using photographs in which your child is clearly recognizable should not be used for publicity purposes.
- Name, home address and date of birth of each child
- Starting date
- Name, address and telephone numbers (including mobile numbers and email addresses if in use) of parents or guardians
- Emergency telephone numbers of parents or guardians
- Contact details of the previous school and any school reports
- Name and address of the child's doctor
- Details of any allergies and other relevant medical conditions.
- Parental consent on emergency procedures

In addition, parents/guardians are to provide the school with any further information which they feel will enable us to take the best possible care of their children and are expected to provide full information about the child's needs on an on-going basis.

**Please note that, if it comes to light at a later date that any information regarding the child has been withheld, the offer of a place may be withdrawn.**

## **Fees**

Children will usually be admitted on the basic fee unless there are clear additional needs such as specialist therapy in which case additional fees will apply. In determining the appropriate fee level, a holistic view is taken of the amount of the attention and support in and out of class a child needs, including associated administrative support such as meetings with parents, preparation of reports etc. An assessment will be carried out during the term with a full review at the end of the first academic year (or at the annual review for pupils with an EHCP) to confirm the amount of support the child needs.

If a place is offered and accepted the first full term's fee becomes payable as a contractual obligation and the full term's notice provisions apply.

Please also make reference to our School's terms and conditions (available on the school website) for further details.

Children in receipt of an EHCP may be placed on a higher fee bracket in order to cover additional costs associated with the EHCP.

## **Declaration of payment of fees**

If at any point in the admissions process parents declare a change in circumstances or intentions with regards to funding the place, the offer of a place may be withdrawn.

For example, in initial stages, if it is indicated that the place will be privately funded, it is on this basis that the offer is made. If this situation changes and an EHCP and LEA funding or indeed a bursary are required, the conditions of the initial offer of a place have now changed and the offer will be reviewed and potentially removed.

Additionally, if parents are navigating the EHCP process and looking for the LEA to cover the cost of fees, it is important to note that parents are fully liable for the fees up until payment is received from the LEA to the school. A place will not be held or indeed fees delayed awaiting a response from the LEA.

Once a child starts at Moon Hall, we will not support a new EHCP application or take over processing the EHCP application until the child has been at the school for a minimum of 6 months and perhaps longer. This time is necessary to collate and gather information and advise the parents and LEA accordingly.

Parents must ensure that they declare at the point of application how they intend to meet the school fee requirements and notify [admissions@moonhall.co.uk](mailto:admissions@moonhall.co.uk) at the earliest opportunity if there are any changes to the application.