



# SHAPWICK SCHOOL

## ADMISSIONS POLICY

## **1. INTRODUCTION**

Shapwick School is a DfE Approved Specialist School under the Education Act 1996 for 180 boys and girls aged 8 – 18 years. The DfE stipulates that there should be a minimum number of 15 girls in our school population.

## **2. CRITERIA FOR ADMISSION**

- Diagnosis of dyslexia or specific learning difficulties by an educational psychologist.
- Gap between intellectual age, chronological age and attainment age on literacy and numeracy tests.
- Headteacher's report indicating that any poor behaviour is not a primary problem.
- Satisfactory interview.
- Special medical conditions will not prevent admission providing that the condition can be managed safely in the boarding and/or school environment, and the health and safety of staff or students are not put at risk.
- Arrangements are in place for appropriate funding either privately, through a charitable trust or Local Education Authority.
- Availability of a full boarding, weekly boarding or day place in an appropriate year group, which must be clearly agreed in advance of the place being offered/taken up.
- 6<sup>th</sup> Form acceptance on a Bridgwater College Link Scheme.

## **3. INITIAL CONTACT WITH PARENTS**

An initial look round may be arranged without commitment on either side. Before an interview is arranged it is necessary that the following criteria have been met.

- a) The Headmaster, in consultation with staff who have previously met the candidate, or read the paperwork, agree that Shapwick School may be an appropriate placement, or
- b) An Educational Psychologist's report has been provided with sufficient evidence to suggest that Shapwick School may be an appropriate placement, and
- c) In either case an up to date educational psychologist's report must be filed in the school office.

## **4. THE 'LOOK ROUND'**

Parents have the opportunity to meet the Headmaster and have a tour of the school conducted by one or two of the students. This gives our students an opportunity to talk about their school and their experiences before and after attending. Teaching staff have a brief to be welcoming and to talk to visitors explaining what is going on and, if convenient, let them stay in the room to observe part of the lesson.

## **5. THE INTERVIEW**

Parents are invited to leave their child at school either for a whole day or days as convenient. Interviewees are supported by a student guide whose responsibility it is to ensure that they are looked after. Interviewees follow a class/group timetable to experience lessons and often attend for testing with Literacy support and possibly Head of Maths. If there is thought to be a Speech & Language or Occupational Therapy requirement then the Therapy team may also be involved. Relevant staff should have sight of any reports available. The aim of the interview is to make the visit a two-way process so that we can make an informed, professional judgement as to our suitability. Parents may be informed of any test results and our decision either verbally or in writing, but any firm offer must be made in writing to the parent(s) and LEA if appropriate.

## **6. SPECIAL EDUCATIONAL NEEDS TRIBUNALS**

The Headmaster may, at his discretion, attend SEN Tribunals for the purpose of informing the Tribunal about Shapwick School and answering any questions which the Tribunal/LEA may wish to put. A Speech & Language or Occupational Therapist may be asked if there is a Therapy need

## **7. OVERSEAS STUDENTS**

Foreign students are accepted on the same basis as those students in residence in the UK with the additional requirement that English is their main language and is not a TEFL need. Overseas students have to pay one terms fees in advance and have guardians resident in the UK.

## **8. DISABLED STUDENTS**

Disabled students are admitted on the same basis as other students, according to the guidelines of the Disability Discrimination Act.

## **9. STATEMENTED STUDENTS**

Shapwick School is proud of its 'comprehensive' intake, accepting children from a wide variety of social backgrounds. All students are valued and no distinctions are made between statemented and non-statemented children, other than the Annual Review/Transition Plan arrangements under the Code of Practice.

## **10. DISCRIMINATION**

Shapwick School does not discriminate against a person as laid down by The Equality Act (Sexual Orientation) Regulations 2007

- In the terms on which it offers to admit him or her as a pupil
- By refusing to accept an application to admit him or her as a pupil
- In the way in which a pupil is afforded access to any benefit, facility or service
- By refusing access to any benefit facility or service
- By excluding him or her
- By subjecting him or her to any other detriment

Annual review due on or before: 01/09/12