



ASHDOWN HOUSE ADMISSIONS POLICY



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ADMISSION POLICY 2016-17

GENERAL

Deciding on the right school for a child is very personal. In the first instance we recommend that you visit the school and have a tour and a chat with the headmaster. This would normally take a couple of hours and parents are very welcome to stay for lunch. Some parents choose to bring their child(ren) for the initial visit, but this is not always possible. The headmaster would expect to meet the child before entry and many will come for a trial day/night. If they are overseas and are unable to be in the UK, then a skype interview may be possible.

PRE PREP & EYFS

For the pre prep and EYFS children, the parents and child would be encouraged to meet with the head of pre prep, Mrs. Chris Clarke. This would, we hope be of mutual benefit and parents would be able to ask more specific questions relation to the younger child. Mrs. Clarke would also be able to find out about any preschool experiences.

THE ENTRY PROCEDURE

Ashdown House has a non-selective admissions policy, but we do like to see school reports and/or educational psychologist reports to help determine whether this is the right school for the child and whether we are best-placed to facilitate their learning needs.

If the child wishes to enter the EYFS stage, Mrs. Clarke will, where possible visit their nursery and meet their teachers.

If a child has an educational psychologist's report, then the Head of Learning Enhancement will administer some cognitive tests. All new children in the prep school are subject to standardized cognitive ability tests as well as English and Mathematics in order to facilitate setting.

Ashdown House reserves the right to refuse entry and progress into any year from Reception to Year 8 if the school's structure, in the opinion of the relevant Headmaster and teachers, does not meet the educational, pastoral and social needs of the pupil concerned.

Parents have the right to appeal against an unsuccessful application using the school's Complaints Procedure which can be found on the website.

REGISTRATION and DEPOSIT

Once the decision has been made to send a child to Ashdown House, a registration form must be completed and a non-refundable registration fee is charged. A year before entry a confirmation deposit is requested which is offset against the final term's invoice.



The following registration details are required:

- Full name of pupil
- Gender
- Date of birth
- Contact details of parent(s)/guardian(s)
- Address/contact details of previous school
- Date of entry
- Leaving date (if known)

EQUAL OPPORTUNITY

We celebrate that there are differences between individuals but the school rejects discrimination against any pupil or adult on the basis of race, gender, sexuality, religion, age, ability and disability or social diversity. The Equal Opportunities Policy is available from the school office.

SPECIAL NEEDS

Ashdown House welcomes pupils with special educational needs, providing that the Learning Enhancement Department can offer them the support that they require. We advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with the Headmaster before he or she is enrolled to be sure that the school can offer adequate provision. A copy of an educational psychologist's report or a medical report should be given to the school to support the application so that the school can implement EHC plans where necessary.

BURSARIES

Ashdown House has no endowments for providing bursaries, but in cases of financial hardship and application can be made to the Cothill Educational Trust and this should be supported by a standard means test. Both parents are required to provide documentary proof of their income and assets as well as any Family or Trust Fund from which their children benefit. Such declarations will be treated in the utmost confidence. Further details can be gained from the Headmaster at Ashdown House or the CET Bursary at:

Tim Verdon (Bursar)

Cothill House,

Nr Abingdon,

Oxfordshire

OX13 6JL

(01865 390030).



ADMISSIONS/ATTENDANCE REGISTERS

All pupils will be placed on both the admissions and attendance registers. A child going missing from education is a potential indicator of abuse or neglect.

Ashdown House will inform the local authority of any pupil who is going to be removed from the admission register where the pupil:

- Has been taken out of school by their parents and the school has received written notification from the parent they are being educated outside the school system eg. Home schooling
- Has ceased to attend school and no longer lives within reasonable distance of the school at which they are registered;
- Has been certified by the school medical officer as unlikely to be in a fit state of health to attend school;
- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe that they will be returning to school at the end of that period; or,
- Have been permanently excluded.

HJSM
August 2016