



# The Eden SDA School

## Admissions Policy

<b>Purpose:</b>	To give parents a clear understanding of our Admission Process and the requirements for entrance.
<b>Approval Body:</b>	Board of Governors
<b>Lead Person:</b>	Mrs Laura Osei
<b>Lead Governor for policy:</b>	Mrs Sharon Davis
<b>Date of Approval:</b>	July 2018
<b>Reviewed:</b>	October 2022
<b>Next Review Date:</b>	October 2024

### Policy on Admissions

#### 1 Introduction

- 1.1 Our governing body applies the regulations on admissions fairly and equally to all those who wish to attend this school.

#### 2 Aims and objectives

- 2.1 We seek to be an inclusive school, welcoming children from all backgrounds and abilities.
- 2.2 All applications will be treated on merit, and in a sensitive manner.
- 2.3 The only restrictions we place on entry is that of number and our capacity to meet the needs of SEN pupils. If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents and carers to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available.

- 2.4 A child's level of ability is irrelevant to this school's admissions policy as long as it is within the school's capacity to meet the needs of the child. The school is willing and able to admit children with Mild to Moderate special needs at the discretion of the Headteacher. The school upholds the values of good stewardship, as a result we believe strongly that it demonstrates poor stewardship to admit a child with severe special needs, knowing that we are unable to meet the child's educational, physical and social needs whilst continuing to accept school fees from the parents/carers.

### 3 [How parents and carers can apply for their child to be admitted to our school](#)

- 3.1 Our school is an independent school, and it determines the admission arrangements in agreement with the Governing body.
- 3.2 Our prospectus informs parents and carers how to apply for a place at our school. Parents and carers have a right to express their preference, but this does not, in itself, guarantee a place at our school. Application should be made on a form that can be obtained from the school, and should be returned by the date stipulated on that form. The school will notify parents and carers of the decision as soon as all the applications have been considered.
- 3.3 In this area, children enter school at the start of the academic year in which they become three. Although our admission date per year is early in September (i.e. when the autumn term begins), we are happy to accept new students throughout the academic year. Therefore, parents and carers who would like their child to be admitted to this school during the year their child is two should ensure that they return the necessary application form by the end of April.

### 4 [Monitoring and review](#)

- 4.1 The policy will be reviewed every two years, or earlier in the light of any changed circumstances, either in our school or in the local area.