



Cheadle Hulme School

ADMISSIONS POLICY

Please also refer to Equality & Diversity Policy.docx

**This Policy is applicable to all pupils in the School
including those in an EYFS setting**

**Please follow this link for the relevant procedure on the School's intranet:
Admissions Procedure.doc**

Pupils will be admitted according to the relevant criteria in force at the time and according to the number of places available. The School may leave places unfilled should there be insufficient eligible applicants. When admitting pupils, the School will comply with all pertinent anti-discrimination legislation and any requirements associated with its charitable status.

The School has limited facilities for pupils with disabilities and special educational needs but will do all that is reasonable to comply with its legal and moral responsibilities under the Children and Family Act 2014.

Detailed information about the process and procedures for Admissions will be reviewed regularly and made available via the School website and from the Registrar. These procedures will include information about any available Scholarships and/or Exhibitions.

To identify eligible applicants, the School will:

1. assess all prospective pupils prior to entry;
2. use age-appropriate assessment;
3. obtain confidential reports for all prospective pupils - these may include information about ability, achievement and attitude;
4. interview prospective pupils as it deems necessary;
5. make offers of places to the Sixth Form conditional on the applicant attaining the required level of GCSE (or equivalent) results.

Prior to admitting any pupil the School will expect that:

- appropriate registration or other required fees have been paid;
- relevant documents including the Acceptance Form have been completed and signed, accurate information about the pupil's residential status, health, previous education and other matters relevant to their welfare and education has been provided and, for Junior School entry, a copy of the pupil's birth certificate will have been supplied;
- parents have informed the School about any known disability or special educational needs which may affect their child's ability, which might require the School to make reasonable adjustments to access the School's facilities, or to enable the child to take full advantage of the education provided. This information should be provided to the School in writing at registration, or before accepting the offer of a place.

The School undertakes to inform parents of children who are not to be offered a place at the School and reserves the right not to discuss the child's performance, with the School's decision being final.

Overseas Pupils

In the case of pupils normally living overseas, the School will require:

1. confirmation that the pupil is able to attend the School daily on the same basis as every other pupil;
2. that pupils live during term time with legal guardians appointed by the parents;
3. (where appropriate) written confirmation of any legal guardianship documents before the pupil can be accepted at the School;
4. proof of eligibility of the pupil to reside and study in the UK.

We are not registered under Tier 4 to sponsor overseas pupils.

We reserve the right to request sight of a birth certificate to verify applicant details.

SLT Member responsible:

Head

Approved by Governors' Board or
Delegated body:

June 2017

Proposed review date:

June 2020

Relevant Procedure:

Admissions Procedure