

Sands School



The ALTERNATIVE FACE of
EDUCATION

ADMISSIONS POLICY

- I. Any family interested in their child entering the school can arrange a trial week with our office staff, providing there is a place available in the child's year-group*. The trial is recorded in the **Prospective Student Info** book.
- II. Prospective parents and students will be provided with:
 - a. **The Sands School Prospectus:** *provides a brief summary of the school aims and ethos and outlines how the curriculum is accessed and how the school works*
 - b. **The Parent Support Pack:** *a more detailed description of the school, its philosophy and curriculum*
 - c. **The Prospective Students Booklet:** *and covering letter practical information about what the prospective student needs to know about being in school and how their trial week will work. **It includes a form for the student to complete and return before the start of the trial week.***
 - d. **A New Student Trips & Medical Consent Form:** *to be completed and returned before the start of the trial week*
- III. Paperwork, (previous reports, statement of educational needs, ed.psych reports) is forwarded to us and only **if the staff feel that the school can meet the child's academic, social and emotional needs** the trial week can commence.
- IV. With the help of a temporary tutor and 'mentors' from their age group, the child on trial spends a week at Sands.
- V. During the week they receive an interview with a staff/student interview panel (recorded in the interview book).
- VI. At the next School Meeting (usually the next day) the child's application is discussed, with feedback from the interview panel, and the school votes on whether to offer a place based on the following principles:-
 - a. Does the child show an interest in learning and do we believe they will take advantage of the academic environment at Sands?
 - b. Do we believe that they are, or have the potential to become, a positive individual who will respect others – i.e. not a bully, but respectful and considerate?
 - c. Do they show some understanding of our ethos and display a willingness to participate in the democratic structure of the school?

- d. Do they want to learn, will they respect others and do they understand (relative to sex, age and experience) the school's philosophy and the demands it puts on them?

The child is then:

A. offered a place

OR

B. given more trial time if the school meeting believes that greater exposure to the school will help them understand our principles

OR

C. denied a place

(It needs to be stressed that very few applications are unsuccessful and usually unsuccessful applications fail at stage (iii) before the child has their week's trial because staff do not feel that the school can meet the child's academic, social and emotional needs.)

- VII. When a student is offered a place the parents will be asked to complete / sign the following:
 - a. the Acceptance Form (including Terms and Conditions)
 - b. Consent for confidential counseling
 - c. Consent for photographs and moving images
- VIII. The offer of a place is conditional on the bursar being satisfied that the parents will be willing and able to meet the school fees. A returnable deposit of £500 is required. Parents may apply to the school for a means-tested bursary.
- IX. Shortly after a new student joins the school an assessment will be made of their current ability in reading and writing and they may be asked to complete a questionnaire on Barriers to Learning.

*The year group is the year that is most appropriate to meet the prospective student's needs. The current normal limit on group sizes is 15 for the older (O) years and 12 for the younger (Y) years. However these limits can vary depending on the needs of the students in the year group and the needs of the applicant with consent of that group.

Policy log

Last reviewed	September 2016
Agreed by	Donald, Angie, Peta, staff meeting
Review frequency	Annual
Comments	
Links	Prospective Student Booklet
	Prospective Student Booklet covering letter
	School Prospectus
	Parent Support Handbook
	Trips / Medical Consent Form
	Consent for Confidential Counseling Form
	Consent for Photographs and Moving Images Form
	Acceptance Form
	Standard Terms and Conditions