



Solefield School

ADMISSIONS POLICY

STATEMENT

Solefield School accepts those children who will benefit from the education we offer. Children need to fit comfortably, socially and academically into the peer group. We will not always be able to provide the right environment for every child. It is not usually in the child's best interest to study in an environment in which they do not compete on equal terms with their peers. Solefield School is committed to equal treatment for all, regardless of an individual's race, ethnicity, religion, sexual orientation, disability, learning difficulty, cultural or social background: please see our Equal Opportunities Policy contained in the Appendix. We are a non-selective school and we believe that the educational experience can only be enriched if children are exposed to as wide a range of experiences as possible whilst they are developing. This policy is applicable to all parts of the school including the EYFS.

ADMISSIONS PROCESS

- Initial enquiry by telephone, letter or e-mail.
- Prospectus and admissions forms sent. Prospective parents are invited to make an appointment to view the school.
- Preliminary visit by parents. The Headmistress allocates about an hour and a half to talk to the parents and tour the school.
- Prospective parents register their children by returning the completed forms and a registration fee of £100.
- Pupil visits school with parents to meet head and tour.
- Pupil has a taster session at the school.
- Parents share most recent school reports and any relevant information ie. educational psychologist reports
- Parents met SENCo as necessary
- Headmistress speaks to most recent school's Head, with the parents' permission
- In the autumn of the year preceding entry, an initial sixteen places are offered for the Reception class due to start the following academic year. These offers are based on the date of initial registration, and whether the child has older siblings currently in the school, younger siblings registered or staff parents. A deposit of £500 (refundable from the final term's 'extras' invoice) is required at this point to secure the place. The deposit is non-refundable before your child joins the school. Once they have joined it becomes refundable, less any disbursements owing, after their final term in Year 8 or, in the case of earlier withdrawal, provided a full term's notice has been given.
- During the spring or summer term before entry into Reception, EYFS staff will visit the children in their pre-school / nursery setting, where possible, or invite parents to visit Solefield with their child for an informal assessment of around 30 minutes. In the rare situation that the school feels that we will not be able to meet a child's educational or personal needs in our Little Acorns or Reception classes the place may be withdrawn and the deposit of £500 refunded. This would follow a discussion between parents and the Headmistress.
- If a place is unavailable the child is put on a waiting list which is operated in date order, again with the exception of siblings of current children, siblings of future pupils and children of staff. These are given priority on the waiting list. It is at the Headmistress' discretion to offer places from the waiting list.

- All pupils above Reception age are invited to spend a day or half-day (depending on age) in the school for an informal assessment.
- If the assessment is satisfactory, a place is offered and the parents asked to pay a deposit of £500 (refundable from the final term's 'extras' invoice) to accept the place. The deposit is non-refundable before your child joins the school. Once they have joined it becomes refundable, less any disbursements owing, after their final term in Year 8 or, in the case of earlier withdrawal, provided a full term's notice has been given.
- Places are not usually offered to families who have not visited the school.

ADMISSIONS CRITERIA

Solefield School will accept a child into the school based on three entry criteria:

- The child will cope with the school
- The school will cope with the child
- The child will not adversely affect the education of other pupils in the school

To this end Solefield School is non-selective in Little Acorns & Reception but we are unable to take children with severe or profound learning or behavioural difficulties. Pupils entering further up the school will have a trial morning and be informally assessed as follows:

Rec – Yr 3 in school from 9 am – 12:20 pm.

Yr 4-8 full day in school.

Assessment will be based on:

Yr 1

- Number recognition
- Sight recognition of first high frequency words
- Letter sounds

Yr 2 – 6

- If possible class English comprehension and writing task
- Maths classwork

Yr 7 & 8

- 11+ scores if known
- NFER scores if known
- If possible class English comprehension and writing task
- Maths classwork

Assessment will also be undertaken by other subject teachers and behaviour taken into account also. A meeting with one of the SEND team and an appropriate dyslexia screening test may also be used.

Results of any testing plus a verbal report on the trial morning / day should be given to the Registrar and Headmistress by the end of the session. Previous reports will be requested as well as a reference, either verbally or in writing, from the previous / current school. Exceptions may be made to the above for pupils relocating from overseas. Solefield is unable to offer places to pupils who have a very low IQ, or who have learning or behavioural difficulties deemed by the school to be too severe.

If, in the sole judgement of the Headmistress, to accept a pupil will not be in the best interest of the School, the existing pupils or the prospective pupil, a place may not be offered.

Helen McClure

Updated 01.09.23

Review 01.09.24



Solefield School

EQUAL OPPORTUNITIES POLICY

Promoting equal opportunities is fundamental to the aims and ethos of Solefield School. We welcome applications from families with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our children for today's world. We concentrate on educating the individual in order to provide a comfortable and welcoming atmosphere where each individual feels valued and can flourish.

Solefield School is committed to equal treatment for all, regardless of an individual's race, ethnicity, religion, sexual orientation, disability, learning difficulty, cultural or social background. We are a non-selective school and we believe that the educational experience can only be enriched if children are exposed to as wide a range of cultural experiences as possible whilst they are developing.

We also welcome applications from children with special needs and disabilities, and refer parents to our policies covering Special Education Needs (SEN) & Disability Policy and Teaching and Learning. This policy applies to the whole school including the Early Years Foundation Stage, and is written with regard to The Equality Act 2010.

Generous bursaries are offered in order to make it possible for pupils who meet the school's admission criteria to attend the school.

CODE OF CONDUCT

The Headmistress, the Senior Leadership Team, the teaching staff and the office staff play an active role in monitoring the implementation of Solefield School's policy on equal opportunities. Use is made of assemblies, RSHE, RS, TPR, Drama, English and other lessons to:

- Promote tolerance of each other and respect for each other's position within Solefield School community
- Promote positive images and role models to avoid prejudice and raise awareness of related issues.
- Foster an open-minded approach and encourage children to recognise the contributions made by different cultures. Bias should be recognised.
- Understand why and how we will deal with offensive language and behaviour.

A successful equal opportunities policy requires strong and positive support from parents and guardians, and full acceptance of the school's ethos of tolerance and respect.

MONITORING

Solefield School monitors its equal opportunities policy regularly. As part of that process, we invite all parents to complete an ethnic monitoring form. When completed the data is logged onto a computer spreadsheet and is kept confidential. We hope that all parents will feel able to participate in the ethnic monitoring scheme.

ENGLISH AS AN ADDITIONAL LANGUAGE

In order to cope with the academic demands of Solefield School, it is preferable for children to be fluent English speakers. However, this is not essential and tuition in English as an Additional Language (EAL) can be arranged at the parents' expense.

REQUESTS FOR VARIATION IN THE SCHOOL UNIFORM

Although Solefield School has Christian roots, we do not select for entry on the basis of religious belief, and we welcome children of all faiths and offer the opportunity for Jews, Hindus, Muslims etc to practise their own faiths. However, parents should be aware that all pupils at Solefield School are required to wear school uniform. The Headmistress will consider written requests from parents for variations in the uniform on religious grounds that are consistent with the school's ethos and its policy on health and safety. The Headmistress may take expert advice and will normally arrange to meet with the parents to discuss the implications of such a request.

COMPLAINTS

We hope that you do not have any complaints about the operation of our equal opportunities policy, but a copy of the School's complaints procedure is available on the school website or can be sent to you on request.

Helen McClure
Headmistress

Updated 01.09.23

Review 01.09.24