



## **ADMISSIONS POLICY**

Member of Staff Responsible: Mrs J. A. Tanner

Last Updated: 5 August 2024

Review Date: 4 August 2026

Queenswood School endeavours to accept all pupils, regardless of any disability (SEND) of which it is aware. The School asks parents if special needs should be taken into consideration, including English as an additional language (EAL). In assessing any pupil or prospective pupil the school may take such advice and require such assessments as considered appropriate. This is to ensure that the School can provide the right environment for the child's academic and pastoral needs. The life of the School is enhanced by inclusive policies but equal importance must be given to ensuring that no pupil's education is impaired.

We consider all children for admission to the school who have the ability and aptitude to access an academic curriculum. Pupils whose SEND are suited to the curriculum are welcome provided that we have the appropriate resources and facilities to offer them the support they require. Subject to this, the School will be sensitive to any requests for confidentiality. The School will arrange special early admissions meetings with parents of disabled prospective pupils to discuss special arrangements.

Before a place is offered at the School (and preferably prior to application), parents must disclose to the School any known or suspected circumstances relating to their child's health, development, allergies, disabilities and learning difficulties. The School reserves the right to subsequently withdraw any place offered based on incomplete disclosure of known or suspected SEND circumstances. Based on such disclosure, the School will confirm whether or not it is able to fully meet the needs of the child.

Where a child's SEND is identified, or develops, after the child has started at the School, we will endeavour to continue support the child as long as we have the appropriate resources and facilities to provide them with the support they require, we believe it is in the best interest of the child and of the School community for them to remain at Queenswood School.

Where, in our judgement, any of these conditions no longer apply, we reserve the right to withdraw a place at the School. In such circumstances, we will use our reasonable endeavours to support parents in finding alternative arrangements.

We do not withdraw children from lessons to receive EAL support. The class teacher supports the individual child.

We provide a range of opportunities for children to engage in speaking and listening activities in English with peers and adults. We also allow the children to perform and be assessed on tasks in their own language especially in areas such as maths. Differentiation of texts and materials that suit the child's age is used to encourage learning. Support is also provided through ICT and audio materials. Queenswood School will look to train or find courses for the teachers to attend in order to help with the inclusion of any child in the School. The training will either be internal or external depending on the needs of the child.

Once registered your data will be held in accordance with the GDPR privacy notice.