



15a. Admissions Policy

This Admissions Policy is made available to all parents of pupils and of prospective pupils via the open forum of the school website and, on request, in writing from the school office. This policy applies to the whole school, including the EYFS. Please also refer to the Equal Opportunities Policy.

1. Introduction

1.1. This is a statement of procedures for admission to The Lyceum School. It is reviewed annually.

2. Aim

2.1. This policy is aimed at parents of prospective pupils at the School and sets out the School's admissions requirements.

The aim of the policy is to identify and admit children who will benefit from a creative and academic education and who will contribute to and benefit from the ethos and activities of our School community.

3. Equality, Special Education Needs and Disabilities (SEND)

3.1. Equal treatment

The Lyceum School is a co-educational school, committed to the policy of Equal Opportunities in relation to its pupils and its employees. The School's policy aims to ensure that no pupil or prospective pupil receives more or less favourable treatment on the grounds of race, colour, creed, nationality, gender or disability. As a school we are committed to a policy which promotes and encourages good race relations between all members of our community and all outside parties. We aim to ensure that no member of our community, current or prospective, will discriminate against another on grounds of race, colour, ethnic origin, religion, nationality or creed.

3.2. Disability and Special Educational Needs

- 3.2.1. The School currently has limited facilities for the disabled. However, the School will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 and Special Educational Needs and Disability Act 2001, in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.
- 3.2.2. The School needs to be aware of any known disability or special educational need which may affect a child's ability to participate in the admissions procedure and take full advantage of the education provided at the School. Parents of a child who has

any disability or special educational needs should provide the School with full details prior to the admissions procedure, at registration, or subsequently before accepting the offer of a place.

- 3.2.3. The School will do all that is reasonable to ensure that the information and application procedure is accessible for disabled candidates and will make such reasonable adjustments as necessary.
- 3.2.4. The Head of Learning Enrichment is responsible for overseeing the arrangements for pupils with SEND and will make the decision, in conjunction with the Headmistress, as to whether The Lyceum School is unable to provide or make available any specialist help required, either due to lack of resources or physical accessibility as this may affect the decision of whether or not to offer a place to a student. Applications will be considered on the basis that all “reasonable adjustments” have been made by The Lyceum School in order for the child to fully access the school’s curriculum. Students with SEND should have equal opportunity to join The Lyceum School if they satisfy the School’s selection procedures. Parents may be asked to contribute to any special resources or specialist tuition. If exam concessions are requested for the assessment, e.g. a scribe, a reader, use of a laptop and extra time, evidence should be submitted to demonstrate this is their usual way of working. Note: Regarding physical accessibility and other adjustments, parents of disabled children may wish to obtain copies of the school’s Accessibility Plan.

4. Admission

4.1 Admission will be subject to the availability of a place and the pupil satisfying the entrance requirements as described in the Procedures for Entry below.

5. Entry points

- 5.1 The majority of the children join The Lyceum in either the Nursery or Reception.
5.2 Entry to the school at other points is dependent on places becoming available.

6. Registrations

- 6.1. The Registrar is responsible for all registrations.
6.2. Registrations are accepted from birth.
6.3. A child’s name is only placed on the list of applicants for admission after a registration form has been completed and returned to the Registrar, together with a copy of either the birth certificate or passport and the non-refundable fee of £100.
6.4. Admission will be subject to the availability of a place and the pupil satisfying the entrance requirements.

7. Information for prospective parents

7.1. Parents are informed about the ethos, aims and organisation of the school through the website www.lyceumschool.co.uk. Before a child comes for an assessment, parents should have visited the school, by joining one of our open mornings or have had an individual tour of the school organised through the Registrar.

8. Procedures for Early Years Foundation Stage entry (Nursery and Reception)

8.1. All pupils wishing to enter The Lyceum School at the Foundation Stage will be invited, with their parents, to attend a meeting or event with the Headmistress and the Head of EYFS. At this age, we are looking for the children to be able to socialise within the setting and to follow simple instructions.

8.2. The Lyceum School reserves the right to refuse entry into either Nursery or Reception or to refuse further progression up the school if, in the opinion of the Headmistress and staff, the school cannot meet the educational, pastoral and social needs of the child concerned.

9. Procedures for entry to the Junior School

9.1. Entry requirements to the Junior School ensure that the pupil will fit in with his or her peers in academic, social and sporting contexts.

9.2. The child will be invited to spend a morning with his or her peers. During this time they will have a maths and English assessment.

9.3. We are looking for children to be articulate, confident and to 'have a go' at all challenges presented. We have an academic standard that children are expected to demonstrate; this is in line with the achievements of their current year group. However, we also look for additional skills such as music, art or other non-academic qualities.

10. Outcome of Assessments

10.1. Following the assessments and meeting, parents are informed of one of the following options: a) a firm place is offered b) the child is on a waiting list and there is no guarantee of a place c) we cannot offer a place.

11. Acceptance of places

11.1. If the parent chooses to accept a place, a deposit of £2,000 (entry to Year 1-6 and Nursery) or £5,000 (entry to Reception) and a signed acceptance of the Terms and Conditions and the School's Parent Contract by a set date are required. The deposit is returnable when the child leaves the school, providing a full term's notice is given.

12. Children with SEND

12.1. Parents must disclose, when registering their child, any information regarding SEND, e.g. Gifted and Talented, an educational psychologist's report or diagnosis of dyslexia or a similar condition which may affect learning.

12.2. Copies of any such reports must accompany the child to his or her assessment day at The Lyceum School

13. Siblings

13.1. Providing a child meets all of the above criteria, siblings of current pupils are given priority. However, if it is felt that the School is not a suitable educational environment for the child at that stage, we will not offer a place. Reassessment may be offered at a later stage.

14. Children of current staff

14.1. Children of current staff will be subject to the same admissions procedure and criteria as other applicants.

14.2. The offer of a place will be at the discretion of the Head/Principal.

15. Admission Register

15.1. All pupils must be included in the Admissions Register from the start of their time at The Lyceum School.

15.2. Once a place has been accepted, the child(ren) will be expected to attend school full-time (or optional part-time if Nursery) from the first day of the relevant school term.

15.3. In the event that the school is going to delete the name of a pupil from the register, the local authority where the pupil is resident will be informed.

15.4. The Lyceum has a legal duty to inform the local authority in the event that a pupil has ten days of unauthorised absence (other than for sickness or leave of absence) or the pupil fails to attend regularly.

Reviewed by: Hilary Wyatt (Headmistress) and Lavinia Riley (Registrar) Date: 12/04/2019

Approved: by Hilary Wyatt Signed:

Date: 30/04/19



This Policy will be reviewed annually.