



Norfolk House School

# Admissions Policy

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## **1. Aims**

- 1.1. This is the admissions policy of Norfolk House School (the **School**).
- 1.2. The aims of this policy are as follows:
  - 1.2.1. to set out the particulars of the School's policy on and arrangements for admission to the School;
  - 1.2.2. to describe how the School identifies and admits children who will benefit from the education and other opportunities available at the School and who will contribute to and benefit from the ethos and activities of our School community;
  - 1.2.3. to ensure compliance with the School's responsibilities under the Equality Act 2010.

## **2. Scope and application**

- 2.1. The procedures set out in this policy apply at the main point of entry to the School (Transition) and also to candidates for occasional vacancies in any other year group.
- 2.2. The procedures set out in this policy do not apply to existing pupils who are progressing through the School.

## **3. Regulatory framework**

- 3.1. This policy has been prepared to meet the School's responsibilities under:
  - 3.1.1. Education (Independent School Standards) Regulations 2014;
  - 3.1.2. *Statutory framework for the Early Years Foundation Stage* (DfE, Updated September 2025);
  - 3.1.3. Education and Skills Act 2008;
  - 3.1.4. Children Act 1989;
  - 3.1.5. Childcare Act 2006;
  - 3.1.6. Equality Act 2010; and
  - 3.1.7. Data Protection Act 2018 and General Data Protection Regulation (GDPR); and
  - 3.1.8. School Attendance (Pupil Registration) (England) Regulations 2024
- 3.2. This policy has regard to the following guidance and advice:

- 3.2.1. [Children missing education](#) (DfE, updated September 2025);
- 3.2.2. [Working together to improve school attendance](#) (DfE, updated August 2024; and
- 3.2.3. [SEND Code of practice: 0 to 25 years](#) (DfE and Department of Health, updated September 2024).

#### 4. Publication and availability

- 4.1. This policy is published on the School website and in the Virtual Staffroom.
- 4.2. This policy is available in hard copy on request.

#### 5. Definitions and interpretation

- 5.1. Where the following words or phrases are used in this policy:
  - 5.1.1. References to the **Proprietor** are references to the Board of Directors of Norfolk House School Limited.

#### 6. Responsibility statement and allocation of tasks

- 6.1. The Proprietor has overall responsibility for all matters which are the subject of this policy.
- 6.2. To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Headmistress	As required, and at least termly
Monitoring the implementation of the policy	Headmistress	As required, and at least termly
Seeking input from interested groups (such as pupils, staff, parents) to consider improvements to the School's processes under the policy	Headmistress	As required, and at least annually
Formal annual review	Proprietor and Headmistress	Annually

## **7. Equality, diversity and disability**

- 7.1. Candidates for admission will be treated equally, irrespective of their or their parents' race, sexual orientation, religion or belief, pregnancy or maternity, sex, gender reassignment or any disability. Candidates will also be treated equally in respect of their parents' age, sex or marital or civil partnership status.
- 7.2. The School will make any reasonable additional or alternative arrangements to ensure that the School's admission procedures are accessible to disabled children.
- 7.3. The School will consult with parents and such other persons or organisations as necessary in order to ascertain a child's particular needs and the nature of any additional or alternative arrangements which would be required to meet them if an offer of a place was made.
- 7.4. Parents of a child who has a disability or special educational needs should provide the School with full details upon application to the school.
- 7.5. There may be exceptional circumstances in which the School is not able to offer a place for reasons relating to a child's special educational needs and/or disability. For example, if, despite reasonable adjustments (in the case of disability), we feel that a prospective pupil is not going to be able to meaningfully access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, or where the School cannot reasonably accommodate the adjustments required or reasonably provide the nature or level of the support required.
- 7.6. Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and the pupil starting at the School. The School requires parents to be pro-active in updating the School as to any changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the School. However, the School may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming and transparent in their communications with the School about any material change to their child's circumstances.

## 8. Procedures

- 8.1. To apply for a place, parents are required to complete the Application Form form which is available on request from the School Office and pay the applicable Application Fee.
- 8.2. Parents are encouraged to attend one of the School's open days or are welcome to arrange a tour of the School at another time. Parents should contact the Headmistress or her Administrative Assistant for further details.
- 8.3. **Entry points:** The following procedures apply at the main point of entry (Transition) and also to candidates for occasional vacancies in any other year group.
- 8.4. **Norfolk House Nursery:** children who are registered with Norfolk House Nursery do not progress automatically to the School. If their parents wish them to attend the School, they should follow the admissions procedure outlined herein.
- 8.5. **Admissions procedure:** The School's admission procedure has three elements:
  - 8.5.1. entrance assessments;
  - 8.5.2. interviews; and
  - 8.5.3. references.
- 8.6. **Entrance assessments:** These are as follows:
  - 8.6.1. **Transition:** candidates seeking to join Transition at the start of the academic year are generally not required to attend an assessment visit. Those seeking to join Transition part-way through an academic year will be asked to spend a minimum of two days at the school to assess their academic potential and social development.
  - 8.6.2. **Reception:** candidates are required to spend a minimum of two days at the school to assess their academic potential and social development. Where possible, they will be assessed in Mathematics and Reading / Phonics.
  - 8.6.3. **Main School (Years 1 to 6):** candidates are required to attend the school for an assessment visit. The length of the visit will vary according to the age of the candidate, but will normally be for two days. Candidates are assessed in subject areas relevant to their age (eg in Mathematics, English and reasoning skills).

- 8.7. **Interviews:** in all cases there will be a general interview to explore the candidate's interests, attitude to school, personal qualities, ability to contribute to the School community, support available at home and any relevant connection with the School.
- 8.8. **Reference:** The Head of the candidate's current school or the Manager of the candidate's current nursery setting will be asked to provide a written reference as to following matters, where relevant: the candidate's academic ability, attitude and behaviour, involvement in the school community, talents and interests, and any other special circumstances such as special education needs, or a disability.

## **9. Admissions criteria**

- 9.1. The admissions criteria are:
- 9.1.1. success in the relevant entrance assessments;
  - 9.1.2. a satisfactory interview;
  - 9.1.3. a positive confidential reference from the applicant's present school / nursery (if applicable);
  - 9.1.4. commitment to the School's ethos as described in the School's Statement of Ethos and Aims;
  - 9.1.5. an ability and willingness to benefit from the School's broad and varied curriculum; and
  - 9.1.6. will make a positive contribution to the School community.
- 9.2. All candidates must have the legal right to live and study in the UK.
- 9.3. It is assumed that a pupil will automatically progress through the School, subject to him / her meeting the required standards of behaviour and progress and the School continuing to be able to meet their needs.

## **10. Siblings and children who attend Norfolk House Nursery**

- 10.1. Priority is given to siblings of pupils at the School at the proposed time of entry, and children who are registered at Norfolk House Nursery. However, admission to the School is not automatic in either case and the candidate must meet the admissions criteria.

## **11. Scholarships and Bursaries**

- 11.1. The School offers scholarships and bursaries. Please see the School's website for further information or contact the Headmistress for details.

## 12. Training

- 12.1. The School ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles.
- 12.2. The level and frequency of training depends on role of the individual member of staff.
- 12.3. The School maintains written records of all staff training.

## 13. Record keeping and confidentiality

- 13.1. All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.
- 13.2. A confidential admissions record will be kept for each candidate.

### 13.3. Admission register

For pupils admitted to the School, the School will:

- 13.3.1. maintain admission and attendance registers electronically; and
- 13.3.2. inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points

in accordance with the requirements of the School Attendance (Pupil Registration) (England) Regulations 2024.

- 13.4. The information created in connection with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published privacy notices on its website which explain how the School will use personal data.

## 14. Version control

Date of adoption of this policy	January 2020
Date of last review of this policy	12.2.26
Date for next review of this policy	12.2.27
Policy owner (SLT)	Headmistress
Policy owner (Proprietor)	Chair of Directors