



ADMISSIONS POLICY

This Policy includes the Junior School and Senior School

Links to other policies:

Inclusion Equality & Diversity; Equal Opportunities; Assessment, Marking & Record Keeping; Anti-Bullying; Suspension, Expulsion & Removal

'Moorland School operates a strict policy of accepting pupils based upon good behaviour and attitude as opposed to selecting students based upon their academic ability. We believe that this policy will allow our teachers to create an appropriate, calm and respectful learning environment where all pupils will be able to confidently achieve their true academic potentials.' **Mr Harrison, Headteacher**

'High standards of behaviour are central to the school's ethos and there are clear guidelines for the issuing of rewards and sanctions, which pupils say are administered fairly. The pupils' behaviour, both in lessons and around the school, is exemplary. Formal systems exist to log instances of poor behaviour although these are rarely needed.' **Independent Schools Inspectorate, October 2011**

We pride ourselves in that our pupils choose us after completing taster days or, as we prefer, a taster week. This ensures that children and their parents or carers have made an informed decision as to whether Moorland School is for them. This trial week also allows the school, teachers and current pupils to see whether these new pupils are for us.

As a past pupil of Moorland School, and as the Headteacher, my responsibility is to operate a strict policy of admissions in order to safeguard all of the children in my care, as ultimately I want a safe and happy school where we can build upon confidence within a nurturing environment.

Therefore, to support the admissions process, we must insist upon at least the last two terms reports, and attendance and punctuality records.

Please note that:

1. If your child has been suspended or expelled from their previous school, then their application will be automatically refused.
2. If your child has a record of taking an illegal substance, then their application will be automatically refused.
3. If proven beyond reasonable doubt by the school that your child has taken an illegal substance, even out of school hours then their application will be automatically refused. If this should occur after a pupil has been offered a place, then the school reserves the right to automatically suspend whilst conducting their investigations.
4. Moorland School will not tolerate smoking, any pupil bringing into school cigarettes or fire making materials, (matches and lighters) will automatically be suspended. On the second instance, the pupil will be expelled without the right to a hearing or appeal.

5. Moorland School also operates a zero tolerance to all forms of bullying, and any infringements will be taken extremely seriously. In addition, any hurtful; defamatory or unpleasant comments or remarks, via text message; email or including 'Likes' or repeating, re-tweeting on social media sites will be considered as being the business of the school, regardless of the offence occurring in school hours or not. We are a family and we raising decent; caring; respectful children in partnership with our families, where old fashioned values are held in high regard

When a place is offered, parents who wish to accept are asked to sign an Application for Entry form agreeing to the terms and conditions as laid down by the School. Both parents are required to sign the application form and return the original copy to the Admissions Manager. A deposit must be paid on acceptance of the offer.

Teaching

All teachers receive regular updates and training from our two SENCOs as well as from external providers who are booked in yearly as a matter of good practice to give staff further training in Dyslexia; Dyscalculia etc. All teachers undergo regular observations, and teacher's planners, schemes of work and children's exercise books are regularly taken in for review, to ensure that differentiation has taken place. All teachers have copies of pupils' Learning Passports.

'The teaching at Moorland School is 'good' with elements of excellence.'

Independent Schools Inspectorate

'The parents are highly satisfied with the education and support provided for their children. Responses to the parents' pre-inspection questionnaires show an exceptionally high level of support for almost all aspects of the work of the school, all of which were confirmed by the inspection findings.'

Independent Schools Inspectorate

Testing

All children joining the school will be expected to complete CAT tests or other cognitive tests. These are standardised education assessments and allow the teaching staff and parents to understand what levels their child is currently operating at, and what type of learner they are. These benchmarking tests then allow us to set academic expectations, target setting so that measured achievable goals/progress can be made.

This data is made available to parents and is a useful tool in giving estimated grades at GCSE. We believe in complete honesty and transparency with our parents.

Moorland School's teachers and management team are not arrogant or unapproachable, it is important for your children and for you as parents to feel comfortable in discussing any concerns that you may have. This should be a 'normal' relationship where both sides are working in partnership to benefit your child's learning and social journey.

'100% of parents feel that they can easily communicate with school.'

Parental Questionnaire results from the Independent Schools Inspectorate

Therefore, we operate an 'Open Door Policy', where any parent can simply drop in to see the Headteacher, a member of the senior management team or a teacher to discuss fully their concerns. It is important to understand that yes we are a school but that we are also a business, and as such mistakes can be made as we are very close to the business. The important thing is to accept feedback with humility, resolving any issues expediently and competently, whilst learning from the situation so that similar mistakes can be avoided in the future.

Policy Reviewed: July 2019
Next Review Date: July 2020