



ADMISSIONS POLICY

The Governing Body of Terra Nova School ('The School') applies its regulations concerning admissions fairly and equally to all those who wish to attend the School.

We are committed to equal opportunities in education and will not unlawfully discriminate against, or treat less favourably, any pupil at, or applicant to Terra Nova School on the grounds of race, nationality, colour, ethnic or national origin, disability, the pupil's actual or perceived sexual orientation or the actual or perceived sexual orientation of the pupil's parents (including guardians and carers), the pupil's actual or perceived religion or belief (or lack thereof) or the actual or perceived religion or belief (or lack thereof) of the pupil's parents (including guardians and carers). Although the School has a Christian foundation, it does not select for entry on the basis of religious belief and welcomes pupils (and staff) from many different ethnic groups, backgrounds and faiths. The School offers the opportunity for pupils of all religions to practise their own faith. Families are welcome to discuss any specific issues or needs in relation to faith with the Headmaster. All pupils are required to respect human rights and freedoms and uphold the values of British Society.

Terra Nova School will seek to deal with the individual needs of all pupils and prospective pupils with disabilities as far as reasonably practicable. We consider and will make reasonable adjustments at all stages of the admissions process and are ready to discuss individual needs with a prospective pupil's parents, carers and current educational establishment.

Terra Nova School fully supports the general principles as detailed in Part 3 of the Children and Families Act 2014 and the SEN and Disability Code of Practice, 0-25 years 2014 (SEND Code 2014) and the Equality Act 2010.

The School recognises the DfE framework for school admissions introduced in September 2000 but is not bound to conform to the terms of the framework.

Terra Nova School provides education for boys and girls ('pupils') aged 2.5 to 13 years of age. Pupils can join the School upon reaching 2.5 years of age.

ADMISSIONS PROCEDURES

Admissions of pupils to Terra Nova School may take place at any time during the academic year, provided that there is a place available and where applicable the necessary requirements and criteria for admissions are met.

The School publishes a schedule of fees for the current academic year on its website along with detailed information relating to admissions. Further information can be obtained from the School's Admissions Team.

The School reserves the right to refuse admission to any pupil from a family that has overdue fees arising from a sibling that is attending or has attended Terra Nova School.

All applications to the School are treated in a sensitive manner. Parents are required to declare at the application stage any circumstances that may affect the admission of their child (these may include family circumstances, diagnosed or suspected special educational needs, physical or emotional impairment or any disabilities). Where applicable an assessment will be made by the School's SENCO and a recommendation passed to the Headmaster.

Parents expressing an interest in Terra Nova School can download a registration form from the school website or by contacting admissions@tnschool.co.uk. The completed registration form needs to be returned to the school together with a non-refundable £75 registration fee and a copy of the applicant's Passport or Birth Certificate. On receipt of all items a child's name will be formally registered for entry into the school.

For entry into Year 1 and above the applicant will be assessed to ascertain that they will be able to access the School's curriculum. The applicant will be invited into school for assessments in Numeracy and Literacy, a taster day with their cohort and an informal interview with the Headmaster. The applicant's current educational setting will also be contacted (with prior permission from the applying parents) for a confidential Teacher Comment Review which provides an overview of the applicant within an educational environment. The applicant's two most recent school reports will also be requested in support of the application.

Provided that the applicant satisfies the criteria and a place is available, an offer of a place will be made in the form of an offer letter from the Headmaster. This will be accompanied by an acceptance form and terms and conditions. The completed acceptance form will need to be returned to school along with a surety payment of £500. Once these have been received the child's place will be firmly secured at the school. Early years places do not require an assessment and are offered at the discretion of the Headmaster.

Pupils entering the Nursery classes at the School are expected to build up the number of sessions they attend, preferably to full-time in the term prior to moving on to Reception. This can be discussed with the Nursery Manager and/ or the Head of Early Years. In all other year groups (with the exception

of Early Years) full time attendance is required.

WAITING LISTS

The School aims to have two forms in each year group, with a maximum class size of 20 pupils per form. In the event of high demand or where any year group in the School is at capacity, a waiting list is kept in case of subsequent cancellation of a reserved place or where a pupil leaves the School.

Early registration is strongly recommended for our early years places as this area of school is often over subscribed and demand is increasing. Pupils of Terra Nova Nursery will automatically receive the offer of a place in Reception and parents are required to accept the place in writing to the Admissions Team by the end of the October half- term break when their child is in the Upper Nursery.

Where a waiting list is kept, places are allocated at the discretion of the Headmaster and will take into account the following factors:

- The applicant has a sibling already in the School.
- The applying family is moving into the area with more than one child that wishes to attend the School.
- The parent(s) of the applicant is alumni of Terra Nova School.
- The applicant/ their immediate family have exceptional personal / domestic circumstances.
- The applicant's performance in entrance assessments.

SPECIAL EDUCATION NEEDS & DISABILITIES

The School welcomes pupils with special educational needs or disabilities if it is confident it can support them within the School's resources, taking into account 'reasonable' adjustments and/or provided the Learning Support Department can offer the required level of support. Currently this largely relates to specific learning difficulties such as dyslexia, dyscalculia, dyspraxia, autistic spectrum disorders, speech and language issues as well as medical conditions. The School welcomes pupils with disabilities provided that our site can accommodate them. For all applicants with special educational needs and/or disabilities the School will discuss thoroughly with parents the adjustments that can reasonably be made for the child if they are to join the School.

Parents will be required to provide copies of relevant documentation such as professional reports (for example speech and language therapy reports, medical reports, educational psychologist's reports) to the School.

The School strongly advises that parents of children with special educational needs or disabilities discuss their child's requirements at the point of enquiry/ before completing a registration form, so that the School can make adequate provision for the child throughout the admissions process.

ADMISSIONS APPEALS

If the School does not offer a place to an applicant because in the opinion of the Headmaster it would not be in the best interests of the pupil or the School, the parents have the right to appeal against this decision. An appeal is lodged by applying to the Governors of Terra Nova School who will convene an Appeals Panel to consider the appeal. The decision of the Appeals Panel is binding for all parties concerned. Should the Appeals Panel decide that a place should be offered to the applicant, the School would do all that it can to provide the best education possible. Annual reviews will take place to ensure the best interests of the pupil and of the School continue to be met.

BURSARIES & SCHOLARSHIPS

The School aims to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Subject to the availability of funds, the school offers means-tested bursaries to make it possible for as many applicants as possible who meet the School's admissions criteria to join the School.

More information on how bursaries are assessed and monitored is contained in the School's Bursaries & Scholarships Policy. This is available on the School's website.

A small number of non-means tested awards such as scholarships are also available.

FLUENCY IN ENGLISH

In order to cope with the academic and social demands of school life at Terra Nova, pupils should ideally be fluent English speakers. In the case that extra support is needed the School can provide tuition in English as an Additional Language (EAL) for an extra cost to the parents.

TERMS AND CONDITIONS

Upon the offer of a place, Parents are provided with a copy of the School's standard terms and conditions. If there are any extra terms within an offer these will be communicated within the offer letter. Further information can be obtained by contacting admissions@tnschool.co.uk.