

# Ealing Independent College

## Admissions Policy

This policy applies all pupils in the school

The logo for Bellevue, featuring the word "bellevue" in a lowercase, sans-serif font. The letters "bel" are blue, "lev" are purple, and "ue" are pink.

Reviewed July 2023  
By Steven Wade

Checked by  
Allan Cairns, Principal  
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September 2023

Next Review July 2024

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## **Admissions and Entry Procedure – Ealing Independent College**

Ealing Independent College is a community which recognises each individual's needs and in which the talents and abilities of children and adults are encouraged. The care for each child is central to the school's aims and provision and as a caring and welcoming community. Our curriculum and pastoral approach fosters the individual's sense of identity and awareness, alongside the important role they play as part of the community. This recognition and appreciation of individuality is central to the school's ethos and is reflected in the procedures through which we welcome, admit and induct children and their families into our community.

The purpose of this policy is to enable the school to welcome, identify and admit children who will benefit from the education offered at Ealing Independent College and who will contribute to and benefit from the ethos and activities of our school community. We will only admit a child and their family who meet these criteria.

### **Equal Opportunities**

We welcome children from many different ethnic and racial groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our school community and the rights and freedoms of others. The School is committed to being an Equal Opportunities Education provider and is committed to equality of opportunity for all members of the school community. The school recognises and accepts its responsibilities under the law, in line with the 1976 Race Relations Act and in line with the Equality Act 2010; all candidates for admission will be treated equally, irrespective of their, or their parents' age, gender, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race or ethnicity, language, religion or belief, national or social origin, sexual orientation, property, birth or other status. We expect all of our pupils to attend all assemblies and outings, and to take full part in compulsory aspects of the curriculum. This is in line with the school Equal Opportunities and Anti-Discrimination Policy.

### **Special Education Needs and Disability (SEND)**

The School currently has limited facilities for SEND pupils but will do all that is reasonable to comply with its legal and moral responsibilities under equality legislation in order to accommodate the needs of SEND applicants for which, with reasonable adjustments, the School can cater adequately. Within this the School will consider the needs of existing pupils, so that they are not disadvantaged. The physical layout of the site and buildings may restrict the movement of individuals with particular difficulties with mobility. The School has a three year plan in compliance with the Special Educational Needs and Disability Act.

The school defines a reasonable adjustment as one which can reasonably be undertaken within the normal staffing, facilities and resources of the school. Where the school needs to draw on additional expertise or resources, the cost will be passed on to parents. The School needs to be aware of any known SEND 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 SEND should provide the School with full details prior to the admissions procedure at registration, or subsequently before accepting the offer of a place. The School needs this information so that, in the case of any child with particular needs, the School can

assess those needs and consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the child and the School can cater adequately for the child's needs should an offer of a place be made. A failure to disclose full details may result in the withdrawal of a place.

The School will do all that is reasonable to ensure that the information and application procedure is accessible for SEND candidates and will make such reasonable adjustments as necessary. For example, the School may be able to provide an examination paper in large font for a visually impaired pupil. Similarly, if SEND becomes apparent after admission, the School will consult with parents about reasonable adjustments that may allow the child to continue at the School.

Where specific needs are identified and can be met with 'reasonable adjustment' by the school there will be no additional costs for support. Where it is deemed most appropriate for there to be intervention from an outside resource, the cost for these services will be the responsibility of the parent.

## **JOINING EALING INDEPENDENT COLLEGE**

### **STAGE 1: TOUR AND INTERVIEW**

We invite you to tour our college as the first step in the admissions process to get a sense of the friendly atmosphere and small class sizes that we offer. Next, students and their parents are invited to attend an interview with the Principal, where it is required that students bring copies of their academic records (examination/result slips).

### **STAGE 2: ASSESSMENT**

In order to assess the suitability of the student for the academic rigor of the College, a series of assessments will be set by the Principal. The admission tests are sat at home and the Principal is notified once they have been completed.

### **STAGE 3: SECOND INTERVIEW AND OFFER**

A second interview is held by the Principal where assessment results are analysed and discussed with both parents and students before the next stage of the admissions procedure. In the interview the Principal will assess their individual needs, and advise on the recommended programme to ensure the College tailor the education according to academic goals and ambitions.

An offer at Ealing Independent College is based on a successful interview with the Principal and satisfactory academic records. An offer letter is issued within one week of attending the interview, where the recommended programme of study created for the student at Ealing Independent College will be outlined. In order to formally accept the offer, applicants should follow the steps outlined below.

### **STAGE 4: ACCEPTANCE**

Students who accept the offer of a place at Ealing Independent College are required to submit an enrolment form via email or in the post/in person.

The completed enrolment form must be accompanied by the following documentation and payment:

- Most recent school report/academic reference

- Copies of academic records
- Any other necessary supporting documents/qualifications
- Photocopy of passport
- Registration fee (£300) (non-refundable)
- Book and resource fee (£450)

The full first tuition fee instalment must be paid before the student joins the College.

Once the above has been submitted, the student will be enrolled into the College, and a letter confirming receipt of the above will be issued confirming the student's place at the College. Once enrolled, the applicant will receive regular news updates about the College.

Please ensure you have read and understood all the details within the Enrolment Form, including the section regarding payment of fees, payment terms, re-enrolment and cancellation/withdrawals, before accepting the offer of a place at the college and paying the non-refundable registration fee.

**Sibling Policy:** The College offers siblings priority for entry to the school, but the onus is on parents to inform the school of any siblings they may wish to be considered for entry. Siblings are awarded a fee discount of 15%, provided siblings are at the school at the same time.

**Scholarships:** Scholarships are only awarded on the basis of strong performance in the annual Scholarship competition, which normally takes place in January/February. Full details are posted on our website.

**Bursaries:** Bursaries may be awarded to students who would otherwise not be able to attend the College without financial support. All bursaries are means-tested to ensure they are appropriately awarded. An application form can be obtained from the office, following receipt of which, along with the required supporting documents, will be assessed by the Principal and outcomes notified within two weeks. Bursary applications will not be considered after the 11th of September for the academic year applied for.

**Disclosures:** Parents must as soon as possible disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities or learning difficulties. Parents must also disclose details of any past serious disciplinary issues, including permanent exclusions from a previous setting. The inability to do so will lead to the place of the student being reviewed.

**Cancellation/Withdrawals:** Any withdrawal from the College, whether for one or more subjects, must be made in writing to: [admissions@ealingindependentcollege.com](mailto:admissions@ealingindependentcollege.com)

A minimum of one full term's notice must be provided. Failure to provide the written notice will result in extra payment of tuition fee. Any outstanding tuition fees are payable to the College within one month of receipt of the letter of withdrawal.

In the event that a student is asked to leave or excluded from classes, a maximum of one term's fee is payable within one month

**Exclusion**

In registering your child for a place at the School, you are agreeing to abide by the School's regulations and policies and to ensure, in so far as is reasonably practicable, that if your child is offered a place at the School they will be both diligent in their studies and responsible in their attitude and behaviour. Should there be concerns in this area, we will make every effort to counsel your child and yourselves and put in place a support or intervention plan to encourage your child to improve their behaviour inline with the school's expectations. However, you must accept that it may become necessary for your child's place at the School to be withdrawn and for them to be educated at the school which is more appropriate to their needs. The Headteacher's decision in this will be final. See the School's Exclusions Policy.

**School's Terms and Conditions**

This admissions policy must be read in conjunction with the Terms and Conditions set out on the Enrolment Form and the Student Contract, by which all parents or carers and pupils must abide in relation to treatment of staff and pupils at the School.