

# **Ealing Independent College**

## Admissions and Equal Opportunities Policy

This policy applies to all pupils in the College

BELLEVUE | EDUCATION

Reviewed August 2019

Reviewed October 2020

Reviewed October 2021

Annual Review

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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 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 assemblies.

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

The College welcomes SEND pupils and 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.

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.

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: RECEIVE MORE INFORMATION**

Students and parents who are considering joining Ealing Independent College are invited to contact us to book an interview with the Principal to discuss individual requirements and get a tour of the College. Families can visit our website, email or phone us to arrange this and to ask any further questions. Suitability for courses will be discussed in line with qualifications already obtained and former school reports.

### **STAGE 2: INTERVIEW**

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). 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.

### **STAGE 3: OFFER**

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 created for the student at Ealing Independent College will be outlined. Students will have three weeks to formally accept the offer and submit the enrolment form and accompanying documents.

### **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 with 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)
- Book and resource fee (£400)

Please note, 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.

Please ensure our enrolment terms and conditions are read and understood before accepting the offer of a place at the College.

**Sibling Policy:** The school 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.

**Bursaries:** Bursaries can be awarded by the Principal where there is a proven need on the behalf of the parents to provide for the education of their son or daughter. The case should be made, in writing, to the Principal, who can provide support for the student depending on income of the parents, dedication to the aims and ethos of the College, and desire to obtain a place at the College.

**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.

**Deposit and Cancellation:** Please refer to the School's Terms and Conditions for information as to how the Deposit will be held and in what circumstances it will be refunded. Further information is also provided in the Terms and Conditions about cancellation of a place that has been accepted.

**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 this become a problem we will make every effort to counsel your child and yourselves and encourage them to modify their behaviour. 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 a school which is more appropriate to their needs. The Principal's decision in this matter will be final. See the School's Exclusions Policy for further details.

**School's Terms and Conditions:** This admission policy must be read in conjunction with the School's Terms and Conditions by which all parents and pupils must abide in relation to treatment of staff and pupils particularly at the school.