



Admissions Policy

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1. Aims

The aims of the policy are:

- 1.1 To identify and admit pupils whose academic ability and attitude matches that of the Ruckleigh School [the school hereafter]. These pupils will contribute to and benefit from the ethos, academic education and activities of the school. The school will only admit a pupil who can access our curriculum.
- 1.2 To provide a fair means of assessment to all pupils who wish to gain admittance to Ruckleigh School
- 1.3 This Policy will be reviewed annually and amended as appropriate

2. Terminology

2.1 The school or we means 'Ruckleigh School'.

2.2 Parents: means any person who has legal responsibility for the child, would sign the Acceptance Form and accept responsibility for a child's attendance at this School.

3. The School

3.1. Ruckleigh is a proprietary day school located in the centre of Solihull. We are an academically non-selective school but require all joining pupils to be able to access the curriculum. The school admits children aged three (Nursery) to eleven years (Year 6) of age from a wide range of abilities and backgrounds. The school aims to enable pupils to perform to the best of their ability and encourages interests that stretch pupils beyond the confines of the academic curriculum to develop well-balanced, confident individuals.



Ruckleigh is a non-denominational school, accepting children of all faiths and none. Pupils with special educational needs or disabilities are admitted to the school according to the same criteria as other pupils. The school will admit pupils with SEND. The school will not admit pupils where their needs cannot be met.

Admission at times other than at the beginning of the academic year can often be accommodated subject to availability of places.

4. Admissions Procedures

4.1 General

Following an expression of interest, a prospectus pack is sent to the parents of a prospective pupil. Included in the pack is:

- Welcome letter
- General information regarding the school
- Schedule of fees.

Once the prospectus has been received the parents may contact the school office to arrange an appointment for a trial day and tour of the school.

Tours of the school are usually given by the Admissions Secretary, lasting 1 – 1½ hours, and incorporate classes from different year groups. This allows parents to view the working environment, to meet teaching staff, to experience the ethos and atmosphere of the school and to ask questions.

4.2 Admission to Nursery

Entry to the Nursery is in order of registration.

- Following a tour of the school, parents can arrange a suitable date for a taster day for their child. This is in order that the school and the child can assess each other. The child will participate in the activities of the class and an assessment of literacy and numeracy skills will take place during the day.
- After having seen the school, a Registration Form for a place in the Nursery may be completed and returned to the school office together with the Registration Fee.
- The parents' names, addresses and details of children will be added to the database.
- School will arrange for the child and parents to visit Nursery in the term prior to starting at the school.
- Pupils admitted to Nursery must be secure in their toilet training before they start school and supply a school report where available.



4.3 Admission between Kindergarten & Year 6

Entry to Kindergarten (Reception), Lower School (Years 1 and 2), Middle School (Years 3 and 4) and Upper School (Years 5 and 6) is generally at the beginning of the academic year although applications may be made at any time. The school will request references from any school currently being attended by a prospective pupil.

- Following a tour of the school, parents can arrange a suitable date for a taster day for their child. This is in order that the school and the child can assess each other. The child will participate in the activities of the class and an assessment of literacy and numeracy skills will take place during the day.
- Where this is not possible [for example due to Covid 19 or other government alert] a short assessment of literacy and numeracy skills will take place with the headmaster after 4.15pm on/after the school day. Prospective EYFS candidates will be informally assessed by the Assistant Head EYFS
- The purpose of the assessment is to ensure that the school is the correct environment for the child and that s/he will benefit from the education offered, make a positive contribution towards the life of the school and that their admission would not be prejudicial to their peer group.
- If the child is to spend a day in school, parents will be informed of any equipment/snacks required.
- At the end of the taster day, the headmaster or for EYFS Assistant Head EYFS will receive a brief report on the child's performance. Parents will meet with the Class Teacher concerned and Headmaster for a general discussion on the child's ability and suitability of the setting.
- The headmaster will consider the present school reports, and any references received looking to see evidence of satisfactory attitudes and conduct on the part of the parents and applicant.
- Should a place be offered and accepted, parents will be asked to complete a Registration Form and pay the Registration Fee.
- Ruckleigh School will accept pupils whose first language is not English.
- An offer will be made on the expectation that fees (if applicable) at the present school have been paid and the parents are able, if required, to satisfy the Bursar that they are in a position to pay the fees for Ruckleigh School. Admissions will be in accordance with the School's Policy on Equal Opportunities (Pupils). The Directors of Ruckleigh School recognise their responsibilities under *the Special Education Needs and Disability Act (2014) as amended (2016) and (2024)* as well as the *Special Educational Needs [SEND] Code of Practice (2020)*, which established the right for disabled students not to be discriminated against in education.
- Pupils who are not offered an immediate place may be placed on the waiting list.
- The school is not obliged to state its reasons for rejection of an applicant.

5. Immigration

5.1 The School currently holds a licence to sponsor international students under the Child Student Route of the points-based system of immigration. A requirement of a license holder is that we must identify the nationality of all pupils and receive evidence of their right to study in the UK. This will be requested at acceptance.

5.2 Those candidates for entry who are offered and accept a place at the school and do not have the requisite immigration status to study in the UK, may request that the School sponsor them for a Child Student visa.

5.3 The charge for the administration of the sponsorship process is £500. This is payable when submitting the completed forms for the school to use when obtaining a confirmation of acceptance for study (CAS number).

5.4 The School has the right to terminate the place at any time if a pupil does not have the appropriate immigration permission to enter and live in the United Kingdom whilst studying at the school.



6. Disability & Special Educational Needs

6.1 The school currently has limited facilities for disabled people. However, it will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 and Special Educational Needs and Disability Act 2001, to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the school can cater adequately. Further information is available in the School's Accessibility Plan.

6.2 It is the responsibility of parents to make the school aware, at registration, or subsequently before accepting the offer of a place, of any known disability or special educational need, which may affect a pupil's ability to participate in the admissions process and take full advantage of the education provided at the School. Copies of any reports carried out by specialists such as a Chartered Educational Psychologist should be provided to the school, in order that all reasonable adjustments can be taken to ensure that the admission procedure is accessible for the candidate and that the school can cater adequately for the candidate should an offer of a place be made. Similarly, if special education needs or a disability become apparent after admission, the school will consult with parents about reasonable adjustments to allow the child to continue at the school.

7. Acceptance of a Place

7.1 Having accepted a place and returned to the school office the completed Registration Form together with the Registration Fee, terms and conditions apply.

- School will acknowledge by letter the receipt of the Registration Form.
- Parents of children wishing to join the school from other Independent Schools are required to ensure that the full notice of withdrawal is lodged with the former school concerned and financial obligations are fulfilled. The School Bursar may request written confirmation from the former school that all accounts have been settled and that all conditions have been met before confirming that a place will be available to a child.
- Parents will be asked to complete Admission Forms prior to the child starting at the school
- Parents of children entering Nursery in September will be invited to an induction meeting in the term prior to the child's entry to the school. A copy of the Parents' Handbook can be found on the website.

Parents of children entering Kindergarten, Lower, Middle or Upper School at the beginning of an academic year will be invited to an induction meeting with relevant staff towards the end of the summer term or start of the Autumn Term prior to the child's entry to the school. A copy of the Parents' Handbook is accessible via the website.

- Once the child has been admitted, their details are written in the Admission Register and on the school database.
- Progression to the next year group is not automatic as there may be occasions when we judge that a child is likely to thrive better in a different academic setting.
- According to the terms and conditions of the school, it is a requirement to give a full term's notice if you are withdrawing a child or if a child is registered but the place is no longer required. Such



notice should be in writing to the Head and must be received no later than the first week of the term preceding the term to which the notice relates. Failure to comply with this requirement will result in a full term's fees being charged in lieu of notice.