MIRASUR SCHOOL

Applications and Admissions Policy

Mirasur School

Registered in England & Wales - Cognita Schools Limited No. 02313425
Registered Office: Seebeck House, One Seebeck Place Knowlhill, Milton Keynes, Buckinghamshire, MK5 8FR

1. Introduction

1.1. Mirasur school is a private day school for children aged 1 to 18

1.2. The aims of this policy are:

- to set out the criteria and procedure for enquiries, pre-registration events, and admissions which are clear and fair, and
- to ensure that the abilities and aptitudes of applicants joining Mirasur School**('the school')** matches the ethos and standards of the school and may benefit from the opportunities offered at the school, able to make a positive contribution to the life of the school.

1.3. References to parents in the policy means a parent or legal guardian (or the parents or legal guardians) of an applicant to the School.

1.4. This policy is available on the School website.

2. Equal Treatment

2.1. The School welcomes applications for admission from pupils of all backgrounds. This policy applies to all pupils, including those in our Early Years.

2.2. All candidates for admission will be treated equally, irrespective of their, or their parents' race, sexual orientation, religion or belief, pregnancy or maternity, gender reassignment, or any disability or social background. Candidates will also be treated equally in respect of their parents' age, gender or marital or civil partnership status.

2.3. If an applicant has any allergies, medical conditions, special educational needs, or a disability, parents or guardians must notify the school on the Registration Form, providing full written details in the dedicated space provided on the form.

2.4. Parents must let the school know about any particular requirements which may affect a child's ability to participate in a taster/trial session or day in school and/or their ability to participate in any pre-admission assessments so that the school can make appropriate provision for them.

2.5. Where necessary, parents will be asked to provide a copy of an Educational Psychologist's report, or a relevant medical report or any education/healthcare plan which may be in place with respect to their child, and the school may need to discuss provision with external agencies. This is so that the school can assess the child's needs, what support is required and consult with parents about the adjustments which can reasonably be made and so that the school can ensure, for example, that their child will be able to adequately access the education and opportunities offered at the school and that the school is able to ensure their health and safety, and the health and safety of others (including staff and pupils). The cost of such reports will usually be the responsibility of the parent.

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2.6. Where a prospective pupil has a disability, the school will discuss with parents (and their child's medical advisers, where appropriate) the adjustments that can reasonably be made for the child if they become a pupil at the school, to ensure that the prospective pupil is not put at a substantial disadvantage compared to a pupil who is not disadvantaged because of a disability.

2.7. There may be exceptional circumstances in which the school is not able to offer a place for reasons relating to a child's disability or special educational needs. For example, if, despite reasonable adjustments, we feel that a prospective pupil is not going to be able to adequately access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, we may not be able to offer a place at the school.

2.8. Sometimes, the situation of pupils with disabilities and/or special educational needs changes. The school requires parents to be pro-active and transparent in updating the school as to any relevant changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the school (where a place has been offered). However, the school may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming in their communications with the school about any material change to their child's circumstances.

3. Enquiries

3.1. All enquiries and applications should be made to the Admissions Team Further information about the school's application process can be found on the school's website.

4. Visits

4.1. Prospective parents are encouraged to visit to see the School in action and to meet the Headteacher. Every term there is an open day which is an opportunity to tour the school on an informal basis. Enquiries about ad hoc visits to the School should be made to the admissions officer

5. Registration

5.1. Following a visit, meeting or interview with the school, and the corresponding entrance tests, the school will extend the offer of a place to the family. Parents wishing to register their child should complete the Admissions Registration Form, read and sign the Parent Contract and return this documentation with the non-refundable Registration Fee.

5.2. The School will respond by confirming that the child's name has been placed on the admission list for the relevant term and year. If the year group is fully subscribed, they will be placed on a waiting list. A place is only confirmed when the school has made a formal offer and after the Registration Fee and documentation has been submitted by parents.

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6. Admission to Nursery

6.1. Children are welcomed into the Nursery from 3 years

7. Admission to Other Year Groups

7.1. Children joining the school might , if the school decide so, undertake an interview with the school technical director.

8. Fluency in the School's language of instruction

8.1. In order to cope with the academic and social demands of the School pupils must have an appropriate working knowledge of the school's language/s of instruction

8.1. Applicant pupils may be required to undertake a language proficiency assessment before a place is offered.

9. Allocation of Places, Offers and Waiting List

9.1. A place is only available once a formal offer has been made by the School and the required deposit/registration fee has been received by the School in return.

9.2. In the event that the number of children registered for any year group exceeds the places available, a criteria will be applied in a specific order. These could include:

- Siblings in the School
- Children of ex pupils
- Ex pupils
- Results obtained in standardized tests.
- For a child entering the Nursery, a child requiring a full time place will be given priority over children requesting a part time place.

9.3. The parents of each applicant will be informed as soon as possible of their application whether a place is available. The School will not be obliged to state its reasons for declining a request for admission.

9.4. If no place is available, parents may place their child's name on the waiting list for the School. The School cannot guarantee when a place may become available.

9.5. The School reserves the right to withdraw an offer of place in circumstances when the School becomes aware that material information provided as part of the child's application is intentionally false or misleading.

10. Appeal

10.1. There is no right to appeal a decision not to admit a pupil to the School. The decision of the Headteacher is final. The School's complaints procedure is not available for prospective parents or in respect of prospective pupils.

11. The Parent Contract

11.1. The terms upon which the School educates each child are set out in the School's Parent Contract as amended from time to time, which will be made available to parents as part of the admissions process.

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12. Admissions Register and Record Keeping

12.1. The School maintains an Admissions Register.

12.2. Applicants' details will be held on file with due regard to data protection legislation, the School's Privacy Notice and Data Retention Policy. The School will not hold the personal data of your child or you for longer than is necessary for a lawful purpose.

12.3. For each pupil, the Admissions Register must contain:

1. Name in full;
2. Gender;

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13.3. For each pupil, the Admissions Register must contain:

- Name in full;
- Gender;
- Name and address of every person known to the proprietor to be a parent of the pupil (and an indication of which parent the pupil normally lives with and which parents hold parental responsibility.)
- Note: parents holding parental responsibility, even if not actually caring for the child, have a right to receive relevant information from the School in respect of any pertinent matter affecting the child, unless a court order indicates otherwise. Where a parent notifies the School that a pupil will live at another address, in addition or instead; the new address, the full name of the parent with whom the pupil will normally live with in future and the date from which it is expected the pupil will normally live there, where it is reasonably practicable for the School to ascertain this information;
- At least two emergency contact numbers for pupils with two or more parents, i.e. one per parent or at least two emergency contact numbers for children with single parents (where possible);
- Day, month and year of birth;
- Day, month and year of admission or re-admission to the School;
- Name and address of the School last attended, if any; and

13.4. The name of a pupil must be included in the register from the beginning of the first day on which the School has agreed, or has been notified, that the pupil will attend the School. For most pupils the expected first day of attendance is the first day of the School year. If a pupil fails to attend on the agreed or notified date, the School should undertake reasonable enquiries to establish the child's whereabouts.

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