UNICORN SCHOOL

# ADMISSIONS POLICY

***Parents may read this policy on the public section of the website.***

**RESPONSIBILITY**

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| Staff Member: | Headteacher |
| Governors' Committee: | Education & Staffing |

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| **Last Updated:** | **May 2025** |
| **Approved by Committee:** | **May 2025** |
| **Noted by Governors:** | **June 2025** |

# ADMISSIONS POLICY

## This policy is available to parents on the school website

## Policy Statement

Unicorn School welcomes and is committed to equal treatment for all, regardless of a pupil's race, culture, ethnicity, religion, disability, gender or family background.

Children with medical conditions or physical disabilities are entitled to a full education and have the same right of admission to the school as other children. The nature/age of the building with its many stairs makes it very difficult for physically disabled children, though we always consider each individual application on its own merits and are always happy to discuss the situation and make reasonable adjustments where possible.

- Unicorn is a non-selective school at our Nursery entry and, as such, we welcome children with special educational needs, learning difficulties and disabilities provided that our Learning Support Department can offer them the support that they require. Parents are required to notify the school as soon as possible of any additional needs so that appropriate and reasonable adjustments can be made if possible.

## Admissions Process

- The school prospectus is available on request and contains a registration form. Registration can also be done online via the website.
- Parents are encouraged to visit the school.
- Children are admitted to Nursery Class in the September after their third birthday. This is the main point of entry.
- Places are offered from eighteen months prior to entry.
- Siblings of children already in school and the children of past Unicorns are given priority. Other places are offered to children on the waiting list in order of the date of registration.
- Children who are registered with Unicorn School remain on the waiting list for their appropriate year group. This list moves up the school and the child(ren)'s names will not be removed from the waiting list unless notification is received in writing. Offers of places may be made at any time.
- At times we may be able to offer occasional places for other year groups throughout the school. Parents will be asked to provide school reports and any other relevant assessments particularly pertaining to any additional needs. Children will also be given an informal interview and gentle assessment in reading and maths. This is to ensure that children joining Unicorn at a later stage are suited academically to the established class. Offers at this stage will be based on the assessment of the child and will be at the discretion of the Head.
- The Head can admit an additional child to a class through consultation with the co-chairs of governors.
- The School has provision for bursaries – please contact the bursar (kevin.guy@unicornschool.org.uk) for more details.

## The Admissions Register

On taking up a place at the school an entry is made in the Admissions Register.
The Admissions Register is held on electronic format on the School's main database, Engage.
The person responsible for the administration of the Admissions Register is the School Registrar.
The following items are recorded in the Register.

- Child's name in full
- Gender
- Name and address of every person with parental responsibility for the pupil – with an indication of the parent with whom the pupil normally resides.
- Emails and mobile numbers of those with parental responsibility.
- Emergency contact names and telephone numbers
- Child's day, month and year of birth
- Name and telephone number of family doctor
- Medical details as appropriate
- Day, month and year of admission and/or re-admission to the school.
- Name and address of last school attended if applicable.

The Admissions Register allows for the inclusion/deletion from the register and is done in line with the Education (Pupil Registration) (England) Regulations 2006.

- **The admission registers must be kept for a minimum of 3 years.**

Updated May 2025 - PF
Updated January 2022 - PF
Updated November 2017 - KT
Updated Feb 15 - KT
Updated Oct 14 - KT
Updated Aug 13 – KL (reference to Headmistress removed)
Updated Sept 12- RL