



## **CAELUM HOUSE SCHOOL**

### **Admissions Policy and Procedure**

#### **A. Admissions Policy**

##### **1. Introduction**

Caelum House School is an independent day school for children with speech and language/ social communication difficulties and/ or Autism Spectrum Conditions. Admission to school is open to all children aged 4-5, irrespective of race, religion or cultural background. Caelum House is a specialist school focusing on communication and language. Children do not need a formal diagnosis to secure a place.

All pupils are expected to comply with the School's attendance policy although special requests for absence for religious festivals are considered by the Headteacher

## **2. Admission to Reception (aged 4+)**

Each year the school admits 10 children into the Reception year (aged 4+).

Due to the predicted high rate of applications to the school, parents are recommended to register their child as early as possible. A completed Registration Form (obtainable from the website or from the school) must be sent to Caelum House School, Kent House, London, SW7 1BX. A Registration Fee of £50 is applicable and non refundable.

Caelum House has a non selective admissions procedure. However, as a specialist communication and language setting, the school needs to be confident that a child will be able to benefit from the specialist curriculum which the school provides for its pupils, so that there is every chance that each pupil will be able to have a complete, happy and successful school career, and will be able to emerge as a well-educated, well-rounded and confident adult. Our aim is to ensure that children who attend Caelum House for our Reception Class can move to mainstream school for their subsequent school years, able to access the full mainstream curriculum.

The school's policy is to apply these criteria to all pupils and potential pupils regardless of any disability of which it is aware. The school is conscious of its obligation to make reasonable adjustments to ensure that no disabled, learning disabled or special needs pupil, present or potential, is at a substantial disadvantage because of his disability or needs compared with any other pupil in the school. Parents are recommended to read the school's SEN Policy for a full elaboration of school policy in this area.

All parents applying for a place at the school must disclose any evidence of additional needs, professional reports and therapeutic intervention that their child has received in order for the school to consider how we might best support your child in the school and whether the school is the appropriate environment to meet your child's needs. Failure to do so could result in offers being withdrawn. Parents are therefore encouraged to contact the school at the earliest opportunity if they have matters concerning their child which they wish to discuss.

### 3. Assessment and Offer of Places at the School

The school conducts an assessment of all children applying for a place in all year groups- this occurs in the Spring Term in the academic year for a September start. Following this assessment, parents will be offered either a firm place or a waiting list place for their child, or they will be informed that with regret the school is unable to offer a place.

We also offer in year admissions- subject to availability

An offer of a place for your child is accepted through you signing the **Acceptance Form** (having received the Schedule of Fees and the Terms and Conditions, which in each case may be varied from time to time) and paying the *Acceptance Deposit* (currently £500). These form the terms of an agreement (the "**contract**") between you and the School. The Parent Contract contains details of term dates and notice periods.

The **Acceptance Deposit** is generally refundable and returned to you/ offset against fees at the end of the child's final term at Caelum House, provided that you give notice at the requisite time (should a pupil be withdrawn from the school before the end of the year, one complete term's notice is

normally required). However, once paid to Caelum House in accepting the place for your child, please note that the Acceptance Deposit is **not refundable if you do not take up the offered place at the School**. Upon starting at Caelum House in September, the full term's fees are required (as detailed in the *Schedule of Fees* accompanying the Parent Contract).

#### **4. Admission to the Occasional Places Register**

**There is no other major intake after September.**

Very occasionally, places may arise during the school year, when a family relocates from London or a pupil leaves the school for another reason.

At the start of September, the beginning of the school year, children who were assessed for a place and were not offered a place in Reception, but were placed on the 'Waiting List' following assessment, will be automatically moved to the 'Occasional Places' register. The child's details will remain on the Occasional Places Register for as long as the family continues to be interested in a place at Caelum House.

Other parents who have missed the 'window' of registration, yet still desire a place for their child at Caelum House, should contact the school and complete a registration form for the Occasional Places Register, for which there is an administration fee of £50.

The school will endeavour to keep in touch on a regular basis to check that families continue to be interested in a place. Since the main channels for communication between Caelum House and the applicants is by email and telephone, it is very important, that prospective parents keep the school up to date of any changes in their contact details through contact with the School office.

If a place becomes available the school will contact all the families on the Occasional Places Register to invite them in for assessment (see below).

## **5. Information Sharing**

We ask that all information pertaining to a child's specific needs, diagnoses and behaviour are shared with us during the assessment process. This enables the school team to accurately assess the School's suitability for a child and the child's suitability for the school.

If we believe that information concerning a child's needs/ diagnoses or behaviour has been withheld at any point during this process, we reserve the right to revoke our offer.

If information comes to light during the placement concerning any one of these areas, we will investigate this matter and this may lead to the end of the placement. This would be with immediate effect if the information that was withheld pertains to behaviour or needs that would impact negatively on the education, safety and safeguarding of other pupils in our care.

## **6. Conclusion**

Caelum House School will attempt to be fair and equitable in all decisions regarding admissions (as in other matters) and to communicate those decisions quickly and clearly. However, the Headteacher's decision on all matters involving admission to the school will be final.

## **B. Admissions Procedure**

### **1. Admission to Reception (4+)**

#### **Open Evenings**

As indicated in the Admissions Policy, parents are required to send a completed Registration Form to the school at their earliest opportunity.

They will subsequently be invited to one of three Open Evenings held at the school in May of the academic year in which their child has their 4<sup>th</sup> birthday. At the Open Evening, the school's approach to admissions is fully explained, and prospective parents are given a full tour of the school members of the teaching staff. Parents also have the opportunity to meet senior members of staff and to ask any questions.

Admissions through consultation from LA case workers are welcome, and should be sent to the school by end of June the academic year ahead of a September placement. In year admissions through the EHCP process can be accommodated if places are available.



## **Assessments in Spring Term**

Prospective pupils will be invited to attend an assessment session in the Spring Term in this same academic year. These assessment sessions last for 90 minutes and are held in the school's therapy centre with a member of the Blue Sky Therapy Team. The school has developed its own assessment procedures and criteria, based on a range of standardized assessments set by accredited organisations. The overall aim of these assessments is to assess a child's strengths and long-term potential to thrive at Caelum House.

Letters to parents following these assessments are sent out after the final assessment sessions, within 2 weeks of the assessment appointment.

## 2. EHCPs

The school accepts placements for children with an EHCP and are happy to provide information and support to help families obtain funding and name Caelum House as their preferred school. Please see the information available on the school's website for details of EHCP placements and help.

## 3. Data Protection

Data Protection Law gives individuals rights to understand how their data is used. Parents of potential pupils are encouraged to read these notes and understand the school's obligations to its **Applicant** community.

These notes apply alongside any other information Caelum House may provide about a particular use of personal data.

### HOW THE SCHOOL COLLECTS DATA ON PROSPECTIVE PUPILS

Caelum House receives personal data concerning an Applicant from the parents of the prospective pupil. This may be via a form, or simply in the ordinary course of interaction or communication (such as email).

### WHY THE SCHOOL NEEDS TO PROCESS PERSONAL DATA ON PROSPECTIVE PUPILS

Use of your (and your Child's) personal data will be made in accordance with

the school's **legitimate interests** for the purposes of pupil selection. In providing Caelum House with your contact details we will keep parents updated via your preferred communication channel (eg. email) about the nextsteps in the assessment and entry procedure to Caelum House.

In order to carry out its duties to communicate with parents of potential pupils and to assess potential pupils, the school needs to process a range of personal data relating to you as parents as well as relating to your child for whom you are making an application to join Caelum House. We need to do this in order:-

- To confirm the identity of prospective pupils and their parents;
- To enable potential pupils to take part in assessments;
- To safeguard potential pupils' welfare and provide appropriate pastoral (and wherenecessary, medical) care whilst they are in the process of assessment at Caelum House;

Following the assessment selection process and prior to an offer of a place at Caelum House, with *the express permission of the parents*, further personal data is generally sought from previous educational establishments that the potential pupil has attended (if any):-

- References may be sought, to provide information about prospective pupils' parents,

including relating to outstanding fees or payment history

- Prospective pupils' academic, disciplinary, admissions and attendance records (including information about any special needs) are usually required from any previous educational establishments
- Relevant information from other professionals or organisations working with the prospective pupil (if applicable) may be sought;

## **KEEPING IN TOUCH**

With parents' express permission we may also communicate with you about the activities of the school, or events of interest, including by sending updates and newsletters, by email and by post. You are of course at liberty to unsubscribe from any such communication at any time by contacting the school

## **WHO HAS ACCESS TO PERSONAL DATA RELATING TO POTENTIAL PUPILS**

Personal data collected by the school in relation to a prospective pupil will remain within the school, and will be processed by appropriate individuals only in accordance with access protocols (i.e. on a 'need to know' basis). Particularly strict rules of access apply in the context of:

- Any medical records or developmental assessments provided by the parents of Applicants. These are held and accessed only by the Senior Team.
- However, a certain amount of any prospective pupil's SEN relevant information may need to be provided to teaching staff involved

during the assessment process in the context of providing the necessary care and support that the potential pupil requires during the assessment.

## HOW LONG WE KEEP PERSONAL DATA RELATING TO POTENTIAL PARENTS OR PUPILS

The school will retain personal data securely and only in line with how long it is necessary to keep for a legitimate and lawful reason.

- If not offered a place at Caelum House, the parents of Applicants have the opportunity to request that their data and that of the applicant pupil be retained on the Occasional Places Register; in this case data is held in our electronic and paper files for a maximum of 6 months prior to secure disposal. If no such request to transfer to the Occasional Places Register is made, the applicant's personal data and that of his parents will be erased or destroyed.

If you have any specific queries about how our retention policy is applied, or wish to request that personal data that you no longer believe to be relevant is considered for erasure, please contact the Headteacher