

# Admissions Policy



## **1. Policy Statement**

This policy is authorised by the Principal and is addressed to all members of staff, to parents and prospective parents.

## **2. Policy Aims**

The aims of this policy are:

- to offer places to children in grade 1 - 10 on the basis that CKLH can cater for their emotional, academic and social needs.
- to ensure that no child is disadvantaged because of reasons relating to ethnicity, religion, culture, family background, disability or home language.

## **3. Equal Treatment**

We use English as our medium of instruction but welcome children from many different ethnic groups, background and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our Hub's community, and the rights and freedoms of others. All candidates for admission will be treated equally, irrespective of their, or their parents' race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, orientation, property, birth or other status.

## **4. Disability and Special Educational Needs**

The Hub needs to be aware of any known disability or special educational need which may affect a child's ability to take full advantage of the facilities provided at the Hub. Parents of a child who has any disability or special educational need should provide the Hub with full written details before the child comes to visit for assessments. The Hub needs this information so that, in the case of any child with particular needs, we can assess those needs and consult with parents. CKLH will then decide if we are able to cater for these needs and if the child will cope with the academic standard of our curriculum.

Similarly, if special educational needs or a disability become apparent after admission, the Hub will consult with parents about reasonable adjustments that may allow the child to continue at the Hub or provide alternative recommendations for schools that will better suit the child.

CKLH has a 3 month probation period for all children who join us, for the child to settle in and show progress, emotionally and academically. If after a 3 month period no progress has been made, a consultation with the child's teacher, the Principal, the child's parents and all the therapists and professionals involved with the child will be held to discuss further options.

## **5. Registrations**

Our Admission's process includes an interview with the child's parents, a few days of the child visiting CKLH for assessments for us to ascertain that the child will cope with the standard of the Cambridge curriculum, alongside all reports from previous schools, therapists, psychologists and psychiatrists to be submitted before a place can be offered. We are very passionate about keeping our promise of catering for each child individually so this initial process is extremely important for CKLH and the child applying.

In order to then be considered for a place, the completed application form and the Development Levy must be paid. All payments and correspondence must be addressed to the Hub's office.

## **6. Offers**

An offer of a place is made by the Principal and is accepted when parents sign and return the application form and pay the Development Levy.

The standard terms and conditions supplied with the offer apply, together with any additional conditions set out in the offer letter and acceptance form.

## **7. Communication**

The policy is a two-way process. We ensure that prospective parents are fully aware of the ethos and principles of The Hub thereby ensuring their support for these when they join us. We do this through:

- our Prospectus which is available on request and is regularly updated.
- The Principal, Teachers and the staff are able at any time to answer any questions you may have about The Hub.

**Authorised by:** The Principal

**Date:** June 2016

**Effective date of the policy:** 01/06/2016