

Admissions Policy

Responsible person: Christina Klaassen

Last review date: August 2022

New review date: September 2023

In all Burlington House School policies, the words “Burlington House School” refer to Burlington House Prep, Burlington House Senior and Burlington House Sixth Form.

Introduction

Burlington House School offers specialist support for pupils with dyslexia from Year 3 to Year 14. We want you to make the right decision for you, your child and your family and we are here to help with this. We welcome applications throughout the year and our Admissions Team will guide you through the admissions process.

The School has a well-developed process of admission designed to select pupils whose primary needs encompass either or both dyslexia and dyspraxia or pupils who require a small, nurturing environment; these criteria form the basis of the selection process. With comorbidity, we may accept pupils with similar Special Learning Difficulties (SpLDs) who would benefit from the practices of teachers with a dyslexia specialism.

The nature of our provision and pupil support structure means that we are unable to accept pupils with emotional and behavioural difficulties or significant learning difficulties. Due to the nature of teaching and learning, pupils with English as Additional Language (EAL) are required to be fluent in English.

We aim to meet the needs of a wide range of pupils including but not limited to:

- Pupils with Specific Learning Difficulties (SpLD) of dyslexia, dyspraxia, dyscalculia, dysgraphia, ADHD;
- Pupils with diagnosed speech, language and communication difficulties;
- Pupils with high functioning Autistic Spectrum Disorders (ASD);
- Vulnerable pupils who have sensory/cognitive processing difficulties impacting on emotional regulation, attention and concentration, which can be managed with self-regulation strategies;

The admissions process operates thereafter on a first come first served basis. Burlington House School will consider a pupil for placement outside of their chronological age group if there exists compelling educational or social reasons for doing so. It is the School's policy that we do not admit pupils into Year 10 past the first academic half term or into Year 11. There will be careful

consideration when it comes to pupils joining A-Level or BTEC Level 3 courses at Sixth Form into Year 12 and up.

Once a decision has been reached whether we are able to meet your child's needs, this is final.

If you think the submitted paperwork did not reflect your child correctly then we will consider another application 9-12 months later.

All selections are made in adherence to the school's Policy on Equality of Opportunity for all which has been updated following the Equality Act 2010. Under the Education Act 1996 s.347 the school is approved by the Secretary of State as suitable for the admission of children for the admission of children for whom statements are maintained under s.324 of the Act. We welcome both private payers and children (partly) funded via their EHCP. We do not have bursaries.

Open Days

Each term the school holds two Open Days where prospective parents and associated professionals are welcomed. Tours of the school take place in small groups, escorted by current pupils, these provide an opportunity to see teaching and learning in action. There is an opportunity to meet with the Headteacher, Senior Leadership team and Registrar in an informal setting on concluding the tour.

Admission Process

Please make contact with our Admissions Registrar who will answer any questions about the nature of Burlington House School's specialism, facilities, curriculum and ethos.

If you are satisfied that Burlington House School may be an appropriate placement, please submit copies of diagnostic paperwork, including a current Educational Health Care Plan (EHCP) if appropriate, an Educational Psychology (EP) report (not more than two years old), plus any other additional educational information and the most recent school report. Our admissions team will review the paperwork you have provided and if we feel Burlington House School might be able to meet your child's needs we can then arrange for a meeting and tour with the Headteacher and Registrar.

The pupil may then be invited in for two 'Acquaint Days'. The pupil will be invited to join an age appropriate teaching group and class teachers will set a number of tasks to establish the pupil's current level of functioning in a variety of subjects including Mathematics and English (including literacy). The aim of the acquaint days is to gain a greater understanding of the pupil's functional skills and the potential they have to progress in our specialist setting.

The SaLTs and a Specialist Teacher will also meet the pupil in a 1:1 environment to carry out a low impact Speech and Language and Literacy/Math screening. This does not form a formal diagnostic assessment for general release but takes place to corroborate or enhance the current diagnostic information available. All staff who have contact with the prospective pupil during the day then give

feedback to the Headteacher about the child's performance throughout the days, including behaviour and interaction with other pupils.

After the acquaint days the feedback from staff along with diagnostic paperwork are further scrutinised by members of the Admissions Committee, where a formal decision will be made as to whether Burlington House School provision is suitable and can meet the child's educational needs. Further information or confirmations of reports may be sought or requested by the school at any stage of the process. We will write to you with the outcome of our decision and appropriate notification is made to the LA concerned when the child is accepted (or a child is removed) outside of standard transitions.

Notes

A pupil is not advantaged or disadvantaged in receiving the offer of a place by the possession of an Education Health and Care Plan.

Offers will remain valid for 30 days from the date of the offer letter. If funding is to be secured via the Local Authority then the offer period may be extended by negotiation.

We are a non-denominational school.

Burlington House School is licensed to sponsor under Tier 4.

Signed:

Date:

Principal, Mr Koen Claeys
