

Admissions Policy

Fairley House School

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Date for Renewal	May 2025
Person responsible for review	Headteacher
Approved by	Board of Governors

Policy Changes

Date of Amendments	Update

www.fairleyhouse.org.uk

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 A non-profit making company limited by guarantee.
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Policy Introduction

Fairley House School is registered with the Department for Education (DfE) as an independent special school for children with Specific Learning Differences. Children need to demonstrate at least average ability (IQ) on testing by an educational psychologist. Children usually have difficulties with literacy and/or numeracy.

We are unable to accept children with social, emotional or behavioural difficulties, including children with hyperactivity caused by ADHD. We are not registered with the DfE to accept children on the autistic spectrum.

If English is not a child's first language, they need to demonstrate English proficiency at a level that enables them to access the curriculum.

We welcome applications throughout the year.

Fairley House will consider a pupil for placement outside of their chronological age group if there exist compelling educational or social reasons for doing so. It is the School's policy that we do not admit pupils into Year 10 and Year 11.

The School aims not to discriminate unlawfully and all applicants will be treated equally irrespective of their, or their parents', skin colour, race, nationality or ethnic or national origin, religion or belief, disability, sexual orientation, gender assignment, political or other opinion, or socio-economic group.

The School's admissions procedures, and its Admissions Policy, are implemented in line with the Equality Act 2010 and reviewed annually by members of the School's Leadership Team and the Governors of the School.

Reasonable adjustments to the physical environment

The building which houses the Senior Department is difficult to negotiate for people with mobility problems due to a large number of stairs and the lack of room for a lift. Governors and staff are aware of the duty to examine ways to make the school as accessible as possible by making reasonable adjustments (SEN and Disability Act 2001). 'Reasonable adjustments' for mobility problems have included allowing a less mobile child extra time to negotiate stairs (e.g. sending them ahead of the rest of the class). Occupational therapy advice is sought on reasonable adjustments. (see Accessibility Plan for more detailed information).

Admission Process

We understand that finding the right school for any child is essential and for that reason Fairley House has a thorough and comprehensive admissions process, which ensures that all parties are fully informed throughout the process.

- 1) In the first instance, parents make contact with our Admissions Team in which they hear about the Fairley House offer and have an in-depth chat about their child's specific needs.
- 2) If the Admissions Team believes that Fairley House can provide a suitable learning environment, the next step involves the submission of reports. Recent school reports and reports by other professionals who may have assessed your child will be required along with an Education, Health and Care plan (EHCP), if appropriate.

- 3) The next step in the process is report reading by our team of professionals to determine whether it is felt that Fairley House can provide a suitable learning environment. If the outcome is positive, we will then arrange for a meeting and tour with the Head.
- 4) The pupil will be invited in for three 'Taster Days' in which they will be invited to join an age-appropriate form group so that they can experience life at Fairley House and be informally observed. If more formal assessments are required, these will be agreed with the parents in advance of the visit allowing the therapy team to conduct any speech and language, occupational therapy or educational psychology assessments over the three days.

- 5) After the taster days, the feedback from observations and any assessment results are reviewed by the team of professionals and a formal decision is made as to whether Fairley House can meet the pupil'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 the parent/carer with the outcome of the decision and appropriate notification is made to the LA concerned when the child is accepted outside of standard transitions.

This decision is final and cannot be appealed.

Complaints

The School's Complaints Procedure is available on the school website. The Complaints Procedure is not available to prospective parents. Should a prospective parent have a concern, this should be raised with the Admissions Office in the first instance.

Records and review

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice and Records Management Policy. The school will not hold the personal data of an applicant or parent for longer than is necessary for a lawful purpose.

Additional 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.