



Admission Policy

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Approval Period: Annually*

* Unless there are changes in the law or circumstances in which case the policy and/or documents shall be revised accordingly

Approval Level Required: Governing Body or individual Governor

Linked Policies: [Privacy Notice](#)
[Data Protection Policy](#)

Appendices: n/a

Supreme Education
1433a London Road
London

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Purpose:

This Policy is aimed at ensuring that Supreme Education implements a fair and equitable admissions process in compliance with applicable legislative and regulatory requirements.

Scope:

- ☐ This policy shall apply to all applications for new admissions to Supreme Education.

Policy:

- ☐ Supreme Education is a non-selective independent day school for girls and boys 11 to 16 years of age irrespective of race, religion, ethnicity, social background or disability. The school does not test on entry.
- ☐ The school is located at **32 - 34 Sydenham Rd, Croydon CR0 2EF.**
- ☐ Supreme Education is committed to nurturing well-rounded, confident world citizens through the school's outstanding pastoral care and integrated educational programmes
- ☐ The school is proud to promote traditional values that foster self-confidence, self-reliance, and self-discipline in a welcoming, nurturing environment whereby young people can explore and gain interests and characteristics that will hold them in good stead in life.
- ☐ Supreme Education has approximately 30 students.
- ☐ At Supreme Education, we encourage parents/guardians to make a personal visit to the school where we are happy to welcome prospective parents/guardians and their children.

1. Overview of the School's Application Process

- ☐ The Head at Supreme Education shall have overall responsibility for all applications to the school.
- ☐ Applications may be made by submitting a request by hand, by e-mail, or by post. Postal applications are received according to the post date on the envelope.
- ☐ Email applications can be made to: **referrals@supremeeducation.org**
- ☐ After initial contact, parents/guardians will be informed about the ethos and aims of the school, and directed to important information, including key policies and procedures published on the school's website.
- ☐ Once a young person has been offered a definite place at the school, the student and their parent/guardian shall be invited to visit the school, by appointment, to meet with the Head. The Head will offer the student and their parent/guardian a tour.
- ☐ The parent/guardian will receive a registration form, either before or directly after the visit. This registration form is to be completed and returned, together with a non-refundable registration fee. The school will acknowledge receipt of the registration form and payment of the fee.
- ☐ Definite places will not be allocated until the student and their parents/guardians have met the Head, and the registration form and fee have been paid.

- ☐ Prospective students may be placed on the school's waiting list, in which case the parent/guardian shall receive a wait list registration form which is to be completed and returned to the school as soon as possible together with the non-refundable registration fee. The school will acknowledge receipt of the wait list registration form and payment of the fee. Parents/guardians of prospective students on the wait list will not be invited to meet the Head until such time as they are offered a definite place at the school.

2. Admissions Procedure

- ☐ Supreme Education shall offer educational opportunities for boys and girls aged between 11 and 16 as follows:
 - **Year 7:** 11-12;
 - **Year 8:** 12-13;
 - **Year 9:** 13-14;
 - **Year 10:** 14-15;
 - **Year 11:** 15-16

3. Our Entry Procedure

- ☐ Supreme Education's Entry Procedure aims to identify prospective students who will benefit from the school's balanced and well-rounded education programmes.
- ☐ Parents/guardians applying for a place for a young person will be required to provide details of the young person, including:
 - Details of any learning difficulties;
 - Details of any disability or special educational needs, e.g., behavioural, emotional and/or social difficulties.
- ☐ If any additional needs are highlighted, the Head will request reports and supporting documentation from the parent/guardian for referral to the school's SENCo for review. This review will consider the school's ability to meet the needs of the prospective student.
- ☐ Applicants for admission at Year 7 and 9 should register by the end of the Autumn term of the year preceding the required year of admission.
- ☐ Students may be admitted to other year groups throughout the year, subject to availability.
- ☐ Supreme Education may ask for a written reference of a prospective student's current school regarding their academic ability, attitude and behaviour, involvement in the school community, talents and interests, and any other special circumstances such as special educational needs, or disability. The reference may also include the results of tests taken at the school, e.g., NFER, MIDYS or SATs, if appropriate.

4. Equal Treatment

- ☐ Supreme Education encourages applications from students from diverse backgrounds.
- ☐ A diverse school community enriches the school environment and promotes trust and respect.

- ☐ Prospective students for admission will be treated fairly and equally irrespective of their, or their parents' race, language, religion, colour, political or other opinion, national or social origin, association with a national minority, gender, gender reassignment, sexual orientation, property, birth, pregnancy and maternity (as relevant to girl pupils) or other status.
- ☐ Supreme Education may offer bursaries that will enable students who meet the school's admission criteria to attend the school.

5. Special Educational Needs/Physical Disabilities

- ☐ Supreme Education welcomes students of all abilities.
- ☐ Irrespective of their special educational needs or disability, Supreme Education considers all young people for admission to the school who have the ability and aptitude to access an academic curriculum. Young people whose SEND are suited to the curriculum are welcome provided that the school has the appropriate resources and facilities to provide them with the support that they require.
- ☐ Prospective students with special educational needs will be referred to the Accelerated Learning Centre (ALC) to review the school's ability to meet the needs of the students. There is an additional charge for support from the ALC (details shall be available upon request).
- ☐ Supreme Education welcomes students with physical disabilities provided that the school site is a safe and accessible environment for the student and/or can accommodate their needs.
- ☐ Parents/guardians must disclose to the school any known or suspected circumstances relating to their child's health, development, allergies, disabilities and learning difficulties. Supreme Education reserves the right to subsequently withdraw any place offered based on incomplete disclosure of known or suspected SEND circumstances.
- ☐ Parents/guardians of young people with special educational needs or physical disabilities should discuss their child's requirements with the Head who may refer them to the SENCo. It is imperative the Supreme Education fully assesses the school's ability to meet the student's needs or that adequate provision can be made. Parents/guardians are encouraged to provide the school with as much information as possible, including any reports or assessments from an Educational Psychologist, Speech and Language Therapist, Occupational Therapist, medical report, or Statement of Special Educational Needs.
- ☐ Based on such disclosure, Supreme Education will confirm whether or not it is able to fully meet the needs of the young person.
- ☐ The school may be required to discuss thoroughly with the parents/guardians and their medical advisors any adjustments that may be reasonably made for the young person if they become a student at Supreme Education.
- ☐ Where a young person's SEND is identified, or develops, after the young person has started at the school, Supreme Education shall endeavour to continue to support the young person as long as:
 - The school has the appropriate resources and facilities to provide them with the support they require; and
 - It is in the best interest of the young person and of the school community to remain at the school.

- ☐ Should these conditions no longer apply, Supreme Education reserves the right to withdraw a place at the school. In such circumstances, the school shall use all reasonable endeavours to support the parents/guardian in finding alternative arrangements.

6. English as an Additional Language (EAL)

- ☐ Supreme Education provides a range of opportunities for young people to engage in speaking and listening activities in English with peers and adults.
- ☐ Students shall also be afforded the opportunity to perform and be assessed on tasks in their own language, especially in areas such as maths.
- ☐ Differentiation of texts and materials that suit the young person's age shall be used to encourage learning.
- ☐ Supreme Education may also provide support through ICT and audio materials.

7. Disclosures

- ☐ Parents/guardians must disclose any known or suspected circumstances relating to their child's health, allergies, and disabilities or learning difficulties.

8. Additional Factors

- ☐ In the event that Supreme Education is oversubscribed, preference shall be given to prospective students according to the following factors, ranked in order:
 - A young person who already has a sibling at the school;
 - A young person who has a parent working at the school;
 - A young person with a particular skill, talent or aptitude;
 - Date of Registration.

9. Acceptance

- ☐ The school will send out an Offer Letter two terms prior to the student starting at Supreme Education.
- ☐ Parents/guardians shall be required to complete the Acceptance Form with a payment of the deposit. This deposit shall be refunded at the end of the final term of your child's education at Supreme Education.
- ☐ Written confirmation will be sent and once this has been accepted, the school will forward joining details.
- ☐ Parents/guardians have a responsibility to inform Supreme Education of any issues/conditions and disclose any reports both medical and academic relating to the student applicant.
- ☐ Withholding information shall be deemed to be a breach of the school's terms and conditions and Supreme Education may review their offer of a place.

10. Sibling Policy

- ☐ The admission of siblings may not be automatic as there may be occasions where a sibling is likely to thrive better in a different academic environment.

11. Bursaries

- ☐ Supreme Education may consider offering a bursary scheme in order to broaden access to the school.
- ☐ Supreme Education may offer parents/guardians means-tested financial support for the payment of schools fees (bursary), if available.
- ☐ A bursary may be a discount on tuition fees or other such financial relief based on the needs of the family. The financial circumstances of the household may be taken into account.
- ☐ Bursaries may also be available for existing parents/guardians, for instance, if there has been a change in circumstances resulting in the potential of the student having to be removed from the school part way through a stage of education.
- ☐ Bursaries, if available, will be awarded at the discretion of a quorum of the Board of Governors, and the Head
- ☐ All bursaries, if available, shall be means tested and be subject to terms and conditions.

12. Sibling

- ☐ Supreme Education shall offer a discount on tuition fees for siblings attending Supreme Education at the same time.

13. Religious Beliefs

- ☐ Although Supreme Education is Christian-based, the school does not discriminate against any students on any basis applying to study at this school, including on the basis of religious beliefs.
- ☐ Supreme Education shall promote inclusion and understanding and students will be afforded the opportunity and respect to practise their own faiths.

14. Complaints

- ☐ Supreme Education's Complaints Procedure shall be published on the school's website and may be sent to prospective parents/guardians upon request; however, the Complaints Procedure is not available for use by prospective parents/guardians.

15. Records and Review

- ☐ Supreme Education shall maintain all applicants' details with due regard to applicable data protection legislation, the school's **Privacy Notice**, and the **Data Protection Policy**.

- ② The information shall only be maintained for as long as is necessary for a lawful purpose, which shall typically be 6 (six) months following an unsuccessful application unless otherwise advised.
- ② The information may be kept for a period exceeding 6 (six) months:
 - In the event a parent/guardian expresses an interest in the applicant re-applying for any reason at a later date;
 - In the potential candidacy of another sibling;
 - To deal with any ongoing matters or queries arising from the application.
- ② The following details and information shall be recorded on the school's admissions register for each student in the school:
 - Full name
 - Gender
 - Date of birth
 - Name and address of all parents/guardians and at least 2 (two) telephone numbers
 - Address of new or additional place(s) of residence of the student and date the student began to reside there
 - Full name of the parent/guardian the student lives with, if applicable
 - Date of admission/re-admission
 - Name and address of last school
 - Name of destination school – where known
 - Start date at destination school – where known
- ② Supreme Education shall notify the local authority, as applicable, when a student's name is added or removed from the admissions register at non-standard transitions, i.e. where a compulsory school-aged child leaves school before completing the school's final year or joins after the beginning of the school's first year.

Procedure:

- All Staff members of Supreme Education shall follow the direction of the policy. Should any Staff member be in any doubt about how the policy informs the procedure, such Staff member must immediately seek advice from the Head Teacher.