

Charlton House Independent School



‘Love One Another’

ADMISSIONS POLICY

**Reviewed and approved by the full governing body Sept 2024
To be reviewed by FGB October 2025**

Date	Nov 2022	Sept 2024		
Reviewed by	FGB	FGB		

Charlton House Independent School is an independent school for pupils aged 4 to 12. We believe that a personal visit to a new school is invaluable and recommend one of our Open Weeks which give a general introduction to the school. Details are published on our website www.charltonhouseindependentschool.co.uk. We are also very happy to welcome prospective children and their parents at other times during the school year; please contact our school office on 023 80671739 email: officecharltonhouse@gmail.com to arrange a visit.

THE ENTRY PROCEDURE

Charlton House Independent School is a non-selective school. Children do not need to sit an entrance test or assessment to gain entry. However, children with special educational needs and/or EHCPs will be assessed on a case by case basis to ensure that we can fully support their needs. Applications can be made at any time during the school year by contacting the school office.

EQUAL OPPORTUNITIES

At Charlton House Independent School, we do not discriminate in terms of race, gender or disability. Each application will be judged on its suitability taking into account the constraints of the school building. We will discuss thoroughly with parents and their medical advisers any adjustments that can reasonably be made for their child should he or she become a pupil at the school.

HOME SCHOOL AGREEMENT

At the point of admission to Charlton House it is made clear to all prospective pupils and their parents that they are expected to co-operate with the teaching and support staff, and to promote the greater good of the whole community. We also wish to establish full partnership with parents in order to promote the interests and learning of the children. This partnership must be based upon mutual honesty and respect. We have the right to expect full disclosure of any learning support assessment or identified need, or medical condition or disability, which could require specialist treatment, support or equipment. We also have the right to expect full disclosure of any behavioural or disciplinary issues known to parents at the point of application, and thereafter. This information is essential to assist with any interview or other pre-assessment screening. At Charlton House we seek to offer places to those whom we believe can contribute positively to the school community, and whom we can educate and safeguard within our own teaching, pastoral and learning support structure.

FURTHER INFORMATION

All applicants will be asked to provide a copy of their most recent school report and, where it applies, a copy of any public examination grades attained. We also reserve the right to make direct contact with any previous school or educational establishment in order to request a confidential report. This request will ask for comments on academic progress to date, involvement in the broader life of the school and general behavioural standards.

This information allows Charlton House Independent School to be reasonably sure that it is the right school academically for each student and that teaching can be tailored to meet the needs of the individual. Charlton House is a school that wants to educate each pupil to the best of his or her ability so that in this way there is every chance that all pupils will emerge at the end of their time at Charlton House having enjoyed school, matured as learners and are confident in their next steps.

SIBLING POLICY

When compiling entrance lists, preference will be given to siblings and to the children of former pupils. If pupils are unable to take up their place at Charlton House for any reason, the place will be offered to the next pupil on the waiting list. This list will have been compiled in order of registrations received.

Sibling discounts are available and relate directly to the number of children attending the school. A second child will automatically receive a 10% discount. Children in Reception are eligible to claim 15 hours of Early Years Funding until the term in which they turn 5. This will be deducted from the yearly fee. Any other

discount eligibility will be applied from the term after they turn 5. Full payment discount is not applicable. The school also recognises old Simmarians and offers a 5% reduction on fees for their first child.

BURSARIES

Bursaries are offered for fixed periods at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the school. Levels of support may vary dependent on income. **Applications for these must be made at the time of formal application for school entry.** More information on our Bursary Policy can be obtained from the school office or Head Teacher.

Any outstanding debts must be cleared before subsequent children are admitted to the school.

FLUENCY IN ENGLISH (EAL)

There is an expectation that all pupils at Charlton House Independent School will have a reasonable working knowledge and understanding of English, although extra help with English as an additional language can be provided for those who require it. There may be a charge for this one-to-one tuition.

RELIGIOUS BELIEFS

Although Charlton House Independent School has a Christian Foundation, we do not select for entry on the basis of religious belief, and we offer places for pupils from other religious backgrounds. However, the family must be sympathetic to the Christian ethos of the school and all pupils are encouraged to attend morning worship and whole school liturgical celebrations in the school Chapel.