



OVERSTONE PARK SCHOOL

Admissions Policy



Date	September 2026
Review Date	September 2027
Coordinator	Mrs M Brown Mrs D York Mrs L Vippond Mrs J Brown

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Role	Name
Principal	Mrs Marion Brown
Admissions Administrator	Mrs Louise Vippond

Legislation and Guidance

This policy has due regard to the following legislation and statutory guidance:

- Human Rights Act 1998
- School Standards and Framework Act 1998
- Freedom of Information Act 2000
- Education and Skills Act 2008
- School Information (England) Regulations 2008
- Equality Act 2010
- School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012
- School Admissions (Appeal Arrangements) (England) Regulations 2012
- School Admissions (Infant Class Sizes) (England) Regulations 2012
- Children and Families Act 2014
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- School Attendance (Pupil Registration) (England) Regulations 2024

The following guidance is also relevant to this policy:

- School Admissions Code
- School Admission Appeals Code

Policy Statement

Overstone Park School is committed to providing an inclusive, fair and transparent admissions process. The school welcomes applications from all pupils regardless of ability, background, race, religion or belief, sex, disability, gender reassignment, sexual orientation, pregnancy or maternity status.

The school aims to ensure that all admissions decisions are made fairly, consistently and in accordance with applicable legislation and guidance.

The school will admit any child whose Education, Health and Care Plan (EHCP) names the school as the appropriate placement.

The school will consider all applications individually and will assess whether it can reasonably meet the child's educational, social, emotional and welfare needs.

Aims

The aims of this policy are to:

- Ensure compliance with statutory admissions requirements.
- Maintain a fair, transparent and inclusive admissions process.
- Promote equality of opportunity for all applicants.
- Ensure parents and carers understand the admissions process.
- Support effective partnership working with Local Authorities and other agencies.

Responsibility for the Policy

Role of the Proprietors

The Proprietors, as the admissions authority, will:

- Consider all applications fairly and transparently.
- Delegate responsibility to the Principal for implementation of this policy.
- Maintain an Admissions Committee.
- Ensure compliance with equality legislation.
- Ensure adequate resources are available to support admissions procedures.
- Monitor implementation of this policy.
- Review and update this policy annually.
- Ensure this policy is available to parents, carers and stakeholders.
- Monitor the effectiveness of admissions arrangements.

Role of the Principal

The Principal will:

- Ensure all applications are considered fairly.
- Ensure staff are aware of and comply with this policy.
- Promote equality and inclusion.
- Provide guidance and training to staff involved in admissions.
- Monitor admissions procedures.
- Report concerns or trends to the Proprietors.

Role of the Admissions Committee

The Admissions Committee will:

- Work closely with the Principal.
- Review admissions procedures.
- Ensure admissions arrangements remain compliant with legislation.
- Consider applications and supporting evidence.
- Make recommendations regarding admissions decisions.

- Apply oversubscription criteria where necessary.

Admissions Arrangements

The school welcomes applications from children attending independent schools, mainstream schools, specialist settings, nurseries and other educational provisions.

The school welcomes applications from children with Special Educational Needs and Disabilities (SEND), whether or not they have an Education, Health and Care Plan (EHCP).

Applications from children with an EHCP will be considered in accordance with statutory consultation requirements and guidance.

Admission decisions are based upon:

- Information supplied by parents/carers.
- Educational reports.
- Specialist assessments where applicable.
- EHCP documentation where applicable.
- The school's ability to meet the child's needs.

Admissions Procedure

Step 1 – Initial Enquiry

The school will provide parents/carers with information about the school, including a prospectus and admissions information.

Step 2 – School Visit

Parents/carers and the child will be invited to visit the school. Relevant documentation including school reports, assessments and EHCP documentation should be provided.

A preliminary application form will be completed.

Step 3 – Initial Review

The Admissions Team will review the information provided and determine whether further assessment is appropriate.

Step 4 – Pupil Visit

The child may be invited to attend the school for an assessment visit.

Step 5 – Assessment and Review

The Admissions Team will assess all available information, including educational, social, emotional and welfare needs.

Step 6 – Admissions Decision

If the Admissions Team concludes that the school can appropriately meet the child's needs, a place may be offered.

Step 7 – Local Authority Consultation

Where an EHCP is in place, consultation with the relevant Local Authority may be required before a placement can be confirmed.

Step 8 – Completion of Admission Documentation

Parents/carers will complete all required admissions documentation.

Step 9 – Transition Arrangements

Transition visits and induction arrangements will be organised to support a successful start.

Admission and Attendance Records

The school will maintain admission and attendance records in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024.

Admission and attendance registers will be maintained electronically and retained in accordance with statutory requirements.

The school will ensure that all information required by law is accurately recorded and updated where necessary.

Information may be shared with Local Authorities where required by legislation.

Oversubscription

In the event that applications exceed available places, the school will apply fair and transparent oversubscription criteria.

Priority may be given to:

- Children with an EHCP naming the school.
- Siblings of existing pupils.
- Children whose needs can be appropriately met within available resources.
- Other criteria determined by the Proprietors.

Appeals

If an application is unsuccessful, parents/carers will be informed in writing. Parents/carers may appeal the decision in accordance with the school's admissions appeal procedure.

Information regarding the appeals process will be provided with the decision letter. Parents/carers may seek independent advice from:

- The Local Authority
- SENDIASS (where applicable)
- Citizens Advice
- Independent legal or advocacy services

Role of Parents and Carers

Parents/carers are expected to:

- Read and comply with this policy.

- Provide accurate and complete information.
- Complete admissions documentation promptly.
- Inform the school of any significant changes to circumstances.
- Engage positively with the admissions process.

Equality

The school is committed to promoting equality, diversity and inclusion. The school will not discriminate on the grounds of:

- Age
- Disability
- Sex
- Gender reassignment
- Race
- Religion or belief
- Sexual orientation
- Pregnancy and maternity
- Marriage and civil partnership (where applicable)
- Reasonable adjustments will be considered where appropriate.

Raising Awareness of this Policy

This policy will be made available through:

- The school website
- School prospectus
- Parent communications
- Staff handbook
- Meetings with parents and carers
- School events
- Internal staff communications

Training

Relevant staff will receive training in:

- Admissions procedures
- Equality and inclusion
- Data protection
- Attendance and pupil registration requirements
- Safeguarding

Monitoring and Review

This policy will be reviewed annually or sooner if required by changes in legislation, statutory guidance or school practice.

The Proprietors are responsible for monitoring the effectiveness of this policy.

Signed:

Principal:	Mrs M Brown	Date:	September 2026
Date of Review :	September 2027		