



## **Admissions Policy**

The Admissions Policy is a 'Whole School Policy' and informs practice throughout Wendover Online School. We apply regulations on admissions fairly and equally to all those who wish to attend the school. We seek to be an inclusive school and welcome children from all backgrounds and abilities provided we feel able to meet their needs. Our aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our students for today's world. We are committed to equal treatment for all, regardless of a candidate's gender, race, ethnicity, religion, physical ability, gender reassignment, sexual orientation or social background. All applications will be treated on merit and in a sensitive manner.

The only restrictions we place on entry are those of number and considerations of need. If the number of children applying for entry exceeds the places available or if we feel we cannot adequately provide for a child's needs, we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents to find a place for their child at the school of their choice whenever possible.

We are committed to providing a caring, positive, safe and stimulating environment for all personnel in school. Our ethos reflects the articles laid out in the [UN Convention of the Rights of the Child \(UNCRC\)](#) which underpin all aspects of the support we offer to the children in our care.

## **Admissions process**

1.1 Parents are encouraged to spend time looking at the Wendover Online School website, the prospectus and learning about us by talking with members of the senior leadership team.

1.2 If parents are interested in seeking a place at Wendover Online School, they complete a registration form and then taster lessons are arranged. The purpose of this is twofold; to evaluate the child's engagement with online learning and to carry out an assessment to ensure Wendover is the right school for their needs. The parents are then sent a letter offering a place and informed about the documentation they need to provide to the school (see appendix 1). Once the acceptance form is signed and the deposit is paid, their child's place is secured.

1.3 Children may enter the school from 6 years of age subject to available places and appropriate provision.

1.4 Admission to Key Stage 5 is dependent upon availability of places and a student's prior attainment at GCSE level. Students are expected to achieve a minimum of 5 x A\* - C grades (or equivalent) to secure a place and there are specific requirements to be met for several A Level

courses. If an applicant does not meet the criteria, the school reserves the right to use its discretion.

1.5 Wendover Online School accepts applications for admissions throughout the school year. In most cases a student will join their chronological age group. Exceptions to this can only be authorised by the Principal and will only occur in exceptional cases where it is deemed to be in the best interests of the student.

1.6 Siblings of current students often join Wendover Online School. However, admission is not automatic and there may be occasions when the school judges that a sibling is likely to thrive in a different academic environment.

### **Special educational needs and disabilities (SEND)**

2.1 We aim to be inclusive in our admissions process and will do all that is reasonable to comply with our legal and moral responsibilities under the *Special Educational Needs and Disability Act 2001* and the *SEND Code of Practice 2014* in order to accommodate the needs of applicants who have disabilities for whom, with reasonable adjustments, the school can cater adequately.

2.2 The school needs to be aware of any known disability or additional educational need which may affect a child's ability to take full advantage of the education provided at Wendover Online School. Subject to our entry requirements being met, we welcome students with special educational needs or physical disabilities. Parents of such children should discuss their child's requirements with us in detail before applying for a place and before s/he takes any entrance assessment. Where necessary, parents will be asked to provide a copy of an Educational Psychologist's report or a medical report which will enable us to determine if the child's needs fall within the scope of our learning support provision (which may be provided at additional cost) and to determine if the nature of the school can accommodate the needs of the child.

2.3 Similarly, if additional education needs or a disability become apparent after admission, we will consult with parents about reasonable adjustments that may allow the child to continue at the school.

### **Application process and documentation**

3.1 Parents are required to complete a Registration Form at the start of the admissions process, but this does not guarantee admission to the school or form a contractual agreement. The prospective student will then participate in taster lessons, if appropriate. Once a place has been offered by Wendover Online School, parents should confirm the decision for their child to join by completing the Acceptance form and returning it with the appropriate deposit and documentation (see appendix 1). Deposits are non-refundable if places are subsequently not taken up. An induction will then be scheduled alongside an appropriate timetable of lessons.

3.2 The school maintains an Admission Register in accordance with the Education (Pupil Registration) (England) Regulations 2006.

## **Terms and conditions**

4.1 The school's terms and conditions are made available to parents as part of the admissions process.

## **Policy review**

This policy is designed to set good practice standards. However, the school recognises that best practice develops over time and, as such, will update it regularly in light of experience and as a result of changes in legislation or its own internal organisation and policies. As with all Wendover policies, this policy will be reviewed according to our comprehensive policy review calendar.

Date policy reviewed: March 2024

Date of next review: March 2026

## Appendix 1: Documentation required by Wendover Online School

### New Student Admission Checklist

What	When   Action   Comments
Meeting with the Principal / SEN / KSL	
Registration form sent and received	
Taster lesson (s)	
Maths / Eng entry test	
Application pack sent: <ul style="list-style-type: none"> <li>• Application Form</li> <li>• Acceptance Form</li> <li>• Student Code of Conduct</li> <li>• Terms and Conditions</li> <li>• Acceptable use agreement</li> </ul>	
Application pack received: <ul style="list-style-type: none"> <li>• Application Form</li> <li>• Acceptance Form</li> <li>• Student passport</li> <li>• Previous school reports</li> <li>• Acceptable use agreement</li> </ul>	
School email set up	
TEAM created	
Tech induction completed	
Invoice and Payment	
Agreed TT and sent booklist	
WA group set up	
Added to <ul style="list-style-type: none"> <li>• ROWs</li> <li>• CPOMS</li> <li>• Attendance tracker</li> <li>• Admissions register</li> <li>• Bday in WSC</li> </ul>	