



DORSET HOUSE SCHOOL

Admissions Policy

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Next Review: October 2021

Prepared by: Sarah O'Brien, Registrar

Approved by: Matt Thomas, Headmaster



1. POLICY STATEMENT

Dorset House School is an independent, *single form entry*, co-educational flexi-boarding and day school for children aged 4 to 13. (Reception to Year 8). The school has approximately 150 pupils and those in Years 5 – 8 have the opportunity to board if they wish for between one and four nights per week. Children move on at the end of Year 8 to a wide variety of senior schools both locally and further afield – many with scholarships and awards

We know that deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child/ren will visit us. We hold Open Mornings twice a year which give a general introduction to the school. We are also very happy to welcome prospective parents and their children at other times. Please contact our Registrar, Sarah O'Brien on 01798 831456 or sobrien@dorsethouseschool.com in order to arrange a visit.

This policy applies to the whole school including the EYFS and boarders.

2. ENTRY PROCEDURE

Dorset House is an inclusive school. Prospective pupils are assessed to ensure that Dorset House is the right school for them and that the school feels able to provide an accessible curriculum whilst maintaining a balance of abilities within each year group. We seek to identify pupils who are able to benefit from our balanced and well-rounded education and who will make a positive contribution to the life of our school. The usual point of entry is into Reception although pupils are accepted throughout the school if spaces are available. Although most new pupils join us in September, exceptions can be made.

3. EQUAL TREATMENT

Dorset House School's 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 pupils for today's world. The school is committed to equal treatment for all, regardless of gender, race, ethnicity, disability, sexual orientation or social background. The school's provision for bursaries is described below. Although Dorset House has Christian roots, the school does not select for entry on the basis of religious belief.

4. SPECIAL EDUCATIONAL NEEDS

Dorset House School does not unlawfully discriminate in any way regarding entry. The school welcomes pupils with disabilities and/or special educational needs, provided we can offer them any support that they require and cater for any additional needs and that our site can accommodate them. We strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with the school at an early stage. Our Learning Development Department would be happy to have an informal conversation in order to determine whether Dorset House School would be able to



accommodate any specific needs. Parents should provide with the Registration Form, a copy of an educational psychologist's report or a medical report if they have one.

Dorset House does all that is reasonably possible to comply with the SENDA legislation in relation to the admission of pupils with disabilities or learning difficulties. However, the School has limited facilities and limited specialist staff to meet complex needs.

5. THE ENTRY PROCESS

Dorset House School is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The school has strong traditions in sport, music, drama, art and charitable activities. There are many extra-curricular activities on offer, all of which are important in developing well-balanced, confident children.

The entry process is as follows:

- Following initial contact, parents of prospective pupils visit the school in order to meet the Headmaster who will take them on a tour of the school and learn a little about your child/ren.
- Following the visit, the Registrar will follow up with parents and those who would like to progress their application complete a Registration Form and return this together with a £100 Registration fee.
- Parents must notify the school of any special educational needs or disability at this stage if they have not already done so – this includes a copy of all reports prepared by an Educational Psychologist where available.
- Parents should forward the most recent copies of the child's school report to the Registrar before "taster days" are booked.
- Prospective pupils are invited to attend "taster days". These are in order for children to meet future classmates and staff and to experience life at Dorset House. There are no formal assessments but English and Maths activities will be undertaken and if there are any concerns regarding a child's work, our Learning Development Department may assess them in order to ensure that Dorset House is the right school for them.
- If a space is available and it is determined that Dorset House is the right school for the child in question, an Offer and Acceptance Form will be sent; acceptance of this offer will confirm a child's place at the school.
- A deposit of £750 is due within 12 months of the entry date. The deposit is held by the school and is carried over from term to term until the pupil leaves the school at the end of Year 8. The deposit (without interest) will then be refunded by means of a credit to the pupil's final bill; If there is any remaining credit balance of the deposit, this will be refunded by cheque.
- Places offered are secured only by the receipt of the Offer and Acceptance Form, together with the deposit.
- The Headmaster has the responsibility for all decisions regarding the acceptance or non-acceptance of pupils.



6. SIBLING POLICY

Most siblings join us at Dorset House School and we offer a sibling discount. However, admission is not automatic and there may be occasions where the school judges that a sibling is likely to thrive better in a different environment.

7. BURSARIES

A limited number of bursaries are available for entry to the school annually. Parents or guardians may apply to the Governors for a bursary by completing a form which is available from the Bursar.

Bursaries are means tested and parents or guardians will be required to provide detailed financial information and may be asked to meet with the Bursar in relation to their application. Both parents are required to provide proof of income, assets and liabilities. The level of support varies according to parental need but are typically in the range of 10% to 30% of school fees; only rarely are higher awards made. Parents need to demonstrate that they are able to afford the remaining fees. Further details can be found in our Bursary Policy, available from the Registrar or viewed on our website.

The award of a bursary is initially for 12 months but may be renewed thereafter. The level of bursary and parents' current financial circumstances are reviewed annually. The award of a bursary is entirely at the discretion of the Bursaries Committee of the Governing Body.

8. MIS-BEHAVIOUR AND EXCLUSION

Please refer to our Behaviour and Discipline Policy which covers these areas. This can be found on the school website or via the school office.

9. SCHOOL'S CONTRACTUAL TERMS AND CONDITIONS

These can be found on the school's website and will be made available to parents as part of the admissions process (see Offer and Acceptance letter below).

10. COMPLAINTS

Dorset House School has long prided itself on the quality of the teaching and pastoral care provided to its pupils. However, if parents do have a complaint, they can expect it to be treated by the School in accordance with the school's Complaints Procedure. Dorset House School makes its Complaints Procedure available to all parents of pupils and of prospective pupils on the School's website and in the School office during the school day. This procedure is not, however, available for use by prospective parents – it may only be used by parents of current pupils.



11. PROVISION OF INFORMATION

Prior to the first term, all families receive (as a minimum) the following information:

- Details of the school's Ethos and Aims
- Code of Conduct
- Parents' Guide
- Uniform List

Parents are also made aware of the fact that the following information can be found on the school's website and that if they do not have access to this, hard copies can be provided via the school office:

- Accessibility Plan
- Privacy Notice (Data Protection Policy)
- particulars of the school's Curriculum Policy
- particulars of the school's Behaviour and Discipline Policy
- particulars of the school's Anti-Bullying Policy
- particulars of the school's Health and Safety Policy
- particulars of the school's academic performance during the preceding school year (including the results of any public examinations)
- details of the complaints procedure and the number of complaints registered under the formal procedure during the preceding school year
- the number of staff at the school, including temporary staff, and a summary of their qualifications
-

12. RECORDS AND REVIEW

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



APPENDIX 1: REGISTRATION FORM FOR ADMISSION TO DORSET HOUSE SCHOOL

To be completed by those with parental responsibility for the child. PLEASE USE BLOCK CAPITALS.

1. CHILD'S DETAILS

Surname:

First name(s) [in full]:

Name generally used:

PLEASE
ATTACH
PHOTO
HERE

Date of Birth: Nationality:

Entry to Year: Proposed date of entry:

2. PARENTS' DETAILS

| | Father* | Mother* |
|----------------|---------|---------|
| Title | | |
| Name | | |
| Address | | |
| Occupation | | |
| Nationality | | |
| Home telephone | | |
| Work telephone | | |
| Mobile | | |
| Email | | |

* If you have parental responsibility for the child in a capacity other than as a parent of the child, please state your relationship to the child here:

3. OTHER INFORMATION

Current school (with date of entry):

Headteacher (or equivalent):

Are there any circumstances or conditions relating to your child which the school should be aware of? Please tick as appropriate:

| | | | | | |
|--------------------|--|--|--|--|--|
| ADHD | | Allergies <i>(please specify below)</i> | | Aspergers Syndrome | |
| Autism | | Dyslexia | | Dyspraxia | |
| Hearing impairment | | Visual impairment | | Other <i>(please specify below)</i> | |



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(Please enclose the most recent Education Psychologist’s report, if you have one)

Do you anticipate that you may require financial assistance to take up a place at the school¹? YES / NO

4. DECLARATION

We request that the above-named child be registered as a prospective pupil of Dorset House School and we enclose a cheque for the non-refundable Registration Fee of £100. By signing this Registration Form we understand, accept and agree that:

1. Registration does not secure our child a place but does ensure that our child will be considered and assessed to determine, if space is available, whether Dorset House is the right school for our child;
2. If it is determined and agreed that Dorset House is the right school for our child, and a place is available, an Offer and Acceptance Form will be issued. Execution of the Offer and Acceptance Form (together with payment of the deposit) will be binding upon both us and the school;
3. If applicable, Dorset House may request from our child’s current school (a) information about and a reference in respect of our child, and (b) information about any outstanding fees and / or supplemental charges; and
4. Dorset House may process any personal details about us and our child, including sensitive personal data about our child (such as medical details) for the purposes of:
 - a. Administering its list of prospective pupils; and
 - b. Communicating with the parents of prospective pupils and generally managing relationships between the school and its prospective pupils.

Signature (Father): Date:

Signature (Mother): Date:

¹ Financial assistance may be offered on a means-tested basis. In order to be considered for financial assistance, parents are required to complete a statement of financial circumstances which is reviewed by the Bursar and a nominated Governor against criteria agreed by the Governors. Any awards made are subject to annual review.



APPENDIX 2: OFFER AND ACCEPTANCE FORM

Child's Name:

We hereby accept the offer of a place at Dorset House School for the above named child and enclose a cheque for £750 as a deposit.

We acknowledge receipt of a copy of the current Code of Conduct and agree that we and our child shall observe and be bound by them.

We further acknowledge and agree that the terms and conditions attached to this Offer and Acceptance Form (and as varied from time to time) form part of the contract between us and the school. In particular, we agree to pay fees and supplemental charges when due and, by signing this Offer and Acceptance Form, we confirm that (if applicable) we are not (jointly or individually) in arrears on the payment of any fees or charges owing to our child's current (or previous) school.

By signing this Offer and Acceptance Form, we also confirm that:

- (a) All holders of parental responsibility for the above named pupil have signed this Offer and Acceptance Form and that no-one else holds responsibility for him or her;
- (b) We, the above named pupil's mother and father, co-habit / live separately at the address(es) provided on the Registration Form and we agree to notify the school immediately of any change of address or our family circumstances
- (c) Unless otherwise notified to the school in writing prior to signing this Offer and Acceptance Form:
 - (i) There are no court orders in place in respect of the care or living arrangements of our child or the payment of fees for his / her education;
 - (ii) Any information or circumstances about or relating to us and / or our child that has previously been notified to the school (including on the school's Registration Form or otherwise as part of the school's registration and admissions process) is and remains complete and accurate as at the date we sign this Offer and Acceptance Form; and
 - (iii) Our child has the right to enter, live and study in the United Kingdom.

Signed by:
.....

.....
(print name)

.....
(date)

Signed by:
.....

.....
(print name)

.....
(date)



TERMS & CONDITIONS

1. Acceptance and Deposit

- (a) An offer of a place for your child at Dorset House is accepted by you submitting the duly completed Offer and Acceptance Form and paying the deposit.
- (b) The deposit is not refundable if your child does not take up a place at the School (except where the School fills the vacancy created by your child's withdrawal, in which case the School shall refund the deposit to you less its costs in administering your dealings with the School or a reasonable estimate of these costs). The deposit will form part of the general funds of the School until it is credited without interest to the final payment of fees or other sums due to the School on your child's leaving.
- (c) If you wish to withdraw your acceptance of a place after submitting the Offer and Acceptance Form and paying the deposit but before your child starts at the School you must give written notice to that effect prior to the first day of the term immediately preceding the term in which your child was due to start. If such notice is received by the School by that time, the deposit will be forfeited in accordance with Clause 1(b) above but no further fees will be payable. However, if such notice is received on or after that date (or if no notice is received at all) a term's fees shall be payable and shall become due and owing to the School as a debt. The term's fees shall be charged at the rate applicable for the term immediately preceding the term when your child was due to start and the School shall credit the deposit (without interest) to such payment of the term's fees.

2. School Fees

- (a) All the costs incurred in the usual course of the education by the School of your child, including, shall be met by the fees unless otherwise notified by the School.
- (b) Any extra-curricular activities (such as private music lessons, trips and visits) in which you agree in advance your child may participate shall be deemed to be supplemental to items met by the fees and charged for accordingly. In addition (and by way of further example), all public examination charges shall be charged as supplemental to the fees. Additional charges incurred by the School in providing for the special educational needs of your child may also be charged as supplemental to the fees.
- (c) Each of you who has signed the Acceptance Form is liable for the whole of the fees due and any and all supplemental charges. Each of you also remains liable to the School for the whole of the fees and supplemental charges due UNLESS AND UNTIL the School has expressly agreed in writing with each of you to look exclusively to any other person for payment of the fees and/or any supplemental charges (or any part of them).
- (d) A person who has signed the Acceptance Form may withdraw from this contract with the School by submitting a term's notice AND PROVIDED THAT they have obtained the prior written consent of both the School and the other person who has signed the Offer and Acceptance Form.
- (e) Each term's fees accrue separately and the fees payable in respect of each term fall due on the first day of that term and will be included in an invoice sent to those persons who signed the Offer and Acceptance Form (or such other person(s) the School may have agreed



separately shall pay the fees under Clause 2 (c)). The fees must be paid in full by direct bank transfer (or by cheque) on or before the first day of the term to which the invoice relates.

- (f) Any and all supplemental charges for extra-curricular activities for each term (and for other charges that were agreed during the previous term) will be invoiced in arrears and such invoice shall be sent to you before the start of the next term. All such supplemental charges must be paid in full by direct bank transfer (or by cheque) on or before the first day of the then forthcoming term.
- (g) We reserve the right to refuse to allow your child to attend the School or to withhold any references while fees and/or supplemental charges remain unpaid or there is a persistent default in relation to the payment of fees and/or supplemental charges.**
- (h) We may make an interest charge of 3 per cent per annum above the base rate for the time being of the School's bank on any late payments. Unless otherwise notified to you in writing, this interest shall accrue on a daily basis from the due date until the date of actual payment of the overdue amount, whether before or after judgment. You must pay the School the interest together with the overdue amount.
- (i) You consent to our informing any other school or educational establishment to which you propose to send your child of any outstanding fees or supplemental charges.
- (j) The fees will be reviewed from time to time (usually annually) and may be increased by such amount as the School considers reasonable.
- (k) Fees will not normally be reduced as a result of absence due to illness or otherwise.

3. Notice Requirements

- (a) If you wish to withdraw your child from the School (other than at the normal leaving date), you shall either give a term's notice to that effect or shall pay to the School a term's fees in lieu of notice, at such rate as would have been charged for the final term of provision if a term's notice had been given.**
- (b) The appropriate sum in lieu of notice will become due and owing to the School as a debt on the first day of the term which would have been the final term of provision if a term's notice had been given.
- (c) If you wish to withdraw your child from an activity charged for as an extra, you shall either give a term's notice to that effect or shall pay to the School as a debt a term's charges for the activity in which your child has ceased to participate.
- (d) The School's affairs are organised on a termly basis and it is not possible for you to reduce the amount of fees or supplemental charges due or to obtain a refund of fees or supplemental charges by withdrawing your child or by your child's ceasing to participate in an activity part-way through a term.

4. School Code of Conduct

- (a) It is a condition of remaining at the School that your child complies with the School's Code of Conduct. In addition, you undertake to ensure that your child attends School punctually and that your child conforms to such rules of appearance, dress and behaviour as may be issued by the School from time to time.

5. Suspension and Exclusion



- (a) The Headmaster may, in his discretion, suspend or, in serious or persistent cases, expel your child from the School if he reasonably considers that your child's conduct or behaviour (including behaviour or conduct outside school) is unsatisfactory and the suspension or exclusion is in the School's best interests or those of your child or other children.
- (b) The Headmaster may, in his discretion, require you to remove your child from the School if the he reasonably considers that your behaviour or conduct (or the behaviour or conduct of one of you): is unreasonable; and/or adversely affects (or is likely to adversely affect) your child's or other children's progress at the School, or the well-being of School staff; and/or brings (or is likely to bring) the School into disrepute; and/or is not in accordance with your obligations under this contract.
- (c) Should the Headmaster exercise his right under this clause, you will not be entitled to any refund or remission of fees due (whether paid or payable) and the deposit will be forfeited. If your child is expelled from the School fees in lieu of notice will not be payable
- (d) The Behaviour & Discipline policy and the Admissions policy set out examples of offences likely to be punishable by suspension or expulsion.
- (e) You acknowledge that any review of serious disciplinary matters or decisions taken by the School and/or Headmaster under this clause shall be governed by the Complaints Procedure.

6. The School's Obligations

- (a) Subject to these terms and conditions, the School undertakes to accept your child as a pupil of the School from the time of joining the School until the end of his or her preparatory schooling.
- (b) While your child remains a pupil of the School, we undertake to exercise reasonable skill and care in respect of his or her education and welfare. The School shall adhere to and comply with the National Minimum Standards for Boarding Schools (applicable from time to time) published under the Children Act 1989 (as amended or superseded).
- (c) In accordance with the law, we will not subject your child to corporal punishment. We will not subject your child to physical contact except where such contact may be deemed appropriate, including in order to avert an immediate danger of personal injury to, or an immediate danger to the property of, a person (including your child). **Unless you notify us to the contrary, you consent to your child participating, under proper supervision, in contact sports and in other normal sports and activities which may entail some risk of physical injury.**
- (d) **If your child requires urgent medical attention while under the School's care, we will if practicable attempt to obtain your prior consent. However, should we be unable to contact you we shall be authorised to make the decision on your behalf should consent be required for urgent treatment recommended by a doctor (including anaesthetic or operation, or blood transfusion (unless you have previously notified us you object to blood transfusions)).**
- (e) Our web-site describes the broad principles on which the School is presently run. From time to time it may be necessary to make changes to any aspects of the School, including the curriculum or the manner of providing education for your child and we reserve the right to do so.
- (f) We shall monitor your child's progress at the School and produce regular written reports. We shall advise you if we have any concern about your child's progress but we do not undertake to diagnose dyslexia or other specific conditions. A formal assessment can be arranged either by you or by the School at your expense. You may be asked to withdraw your child without



being charged fees in lieu of notice if in the opinion of the Head the School cannot provide adequately for your child's special educational needs.

- (g) **In order to fulfil our obligations, we need your co-operation, including in particular by you fulfilling your own obligations under this contract.**

7. The Parents' Obligations

- (a) In addition to your other obligations included elsewhere in these terms and conditions, you undertake to co-operate with the School and School staff in good faith, and including in particular by:
- maintaining a constructive relationship with School staff
 - encouraging your child in his or her studies, and giving appropriate support at home;
 - keeping the School up-to-date and informed of matters which affect (or may affect) your child (including circumstances which arise at any time that affect (or may affect) your ability to pay the fees and supplemental charges for your child) and ensure that all details or other information notified or otherwise disclosed to the School about you and/or your child are accurate, truthful and not misleading and that relevant details and information (or changes to it) are not withheld;
 - providing cooperation and assistance to the School so that your child can participate and benefit from the School's provision of education
 - attending meetings and otherwise keeping in touch with the School where your child's interests so require.
- (b) **It is a condition of your child's joining the School that you complete and submit to the School a medical questionnaire in respect of your child. You undertake to inform the School of any health or medical condition, disability or allergy that your child has or subsequently develops, whether long-term or short-term, including any infections.**
- (c) **You undertake to inform the School of any situations where special arrangements may be needed in relation to your child.** You also undertake to inform the School if, at any time prior to or during your child's time at the School, a court order is put in place or an undertaking is given to a court in respect of (or that somehow relates to) your child's attendance at the School (including its premises) and/or the School's provision of education to your child, including any which may deal with or impact upon in any way: (i) your child's living and/or contact arrangements; (ii) your child's education, welfare and/or upbringing; and/or (iii) the payment of fees and/or supplemental charges. In any such circumstances you shall (whether upon request or otherwise) promptly provide the School with copies of the relevant court order(s) or undertaking(s) (or the relevant parts thereof).
- (d) You (and each of you as the holders of parental responsibility for your child) acknowledge and agree that, prior to and during your child's time at the School, the School is entitled to assume that you have consulted with each other so far as decisions regarding your child are concerned.
- (e) **The Headmaster must be informed in writing of any reason for your child's absence from School. Wherever possible the School's prior consent should be sought for absence from the School.**
- (f) If you have cause for concern as to a matter of safety, care, discipline or progress of your child you must inform the School without delay. Complaints should be made in accordance with the School's Complaints Procedure.



8. References, Confidentiality and Data Protection

- (a) (You consent to our supplying information and a reference in respect of your child to any educational institution which you propose your child may attend. Any reference supplied by us shall be confidential. We will take care to ensure that all information that is supplied relating to your child is accurate and any opinion given on his/her ability, aptitude for certain courses and character is fair. However, we cannot be liable for any loss you are or your child is alleged to have suffered resulting from opinions reasonably given, or correct statements of fact contained, in any reference or report given by us.
- (b) **You consent to us making use of information relating to your child (including photographs and video recordings), and (where appropriate) relating to you, whilst your child is at the School and after he or she has left for the purposes of: (i) managing relationships between the School and current pupils/parents; (ii) promoting the School to prospective pupils/parents; (iii) publicising the School's activities; and (iv) communicating with the school community and the body of former pupils. In respect of (ii), (iii) and (iv), this includes use of such information by the School in/on the School's prospectus (in whatever format or medium), the School's website(s) and (where appropriate) the School's social media channels.**
- (c) You undertake to: (i) confirm (or update, if necessary), when requested, such information (and/or documentary materials) about (or relating to) you and/or your child that is held by the School; and (ii) in any event, inform the School of any change to you or your child's circumstances (including, where applicable, in connection with your child's entitlement to enter, reside and/or study in the United Kingdom), or to information about (or relating to) you or your child that has previously been notified to the School, including relevant contact details
- (d) You acknowledge and agree that those persons who have parental responsibility for your child are entitled to receive relevant information about the child from the School (including school reports, correspondence and other materials relating to his or her progress, development and/or education generally). The School shall therefore disclose such information as a matter of routine to such persons UNLESS the School is restricted from doing so by a court order (or similar direction) or by any other legal requirement or obligation (for example, under the Data Protection Act 1998).
- (e) The School will process personal data about you and your child in accordance with the Data Protection Act 1998. You consent to us processing such personal data: (i) as set out in this clause (ii) in order to comply with any court order or legal, regulatory or good practice requirement; and (iii) to perform our obligations under this contract, and where otherwise reasonably necessary for the school's purposes.

9. Variations

We reserve the right to change or add to these terms and conditions from time to time for legal, safety or other substantive reasons or in order to assist the proper delivery of education at the School. The School will send you notice of any such modifications prior to the end of the penultimate term before the modifications are to take effect.