



# Admissions Policy

## Policy Statement

Sandwell Valley School and Sandwell Community Care Trust Training welcomes students of all faiths, cultures, races and family backgrounds. We are happy to admit a student with a disability as long as both parents and school conclude that we can provide appropriately for the child's specific needs. The school seeks to ensure that disabled prospective students are not treated less favourably or unfairly in the admissions process and will take reasonable steps to avoid putting disabled students at a substantial disadvantage in matters of admission.

Sandwell Valley School and Sandwell Community Care Trust Training welcomes applications for admission from all sections of society and is non-discriminatory in line with the Equality Act (2010) and Equal Opportunities Policy. It includes inappropriate discrimination on the grounds of: gender; age; religion or belief; physical ability or disability (including HIV status); learning ability; other special educational needs or academic or sporting ability; race (including colour, nationality, ethnicity, family, cultural or linguistic background); marital status and civil partnership; sex; sexual orientation; trade union membership; part-time and fixed-term working; gender reassignment; pregnancy and maternity. These factors are taken into account in the care of our community members so that care is sensitive to different needs.

## Admission is based on

A satisfactory report from the prospective student's previous school.

Interview with the student/parent/guardian of the prospective student.

Completion of initial assessments.

The completion of a signed declaration by all parents of the prospective student, which informs the school of all known special educational needs of the prospective student concerned.

Sandwell Valley School and Sandwell Community Care Trust Training reserves the right to refuse entry and progress into any year from year of entry to Year 13 if the school's structure, in the opinion of the relevant Headmaster and teachers, does not meet the educational, pastoral and social needs of the student concerned.

Parents have the right to appeal against an unsuccessful application using the school's Complaints Procedure. The way in which Sandwell Valley School and Sandwell Community Care Trust Training deals with student exclusion and removal is set out in the Exclusions Policy. Therefore, this Admissions Policy should be read in conjunction with the School's Behaviour and Discipline Policy and Exclusions, Expulsion, Removal and Review Policy.

### **Admissions Register (for school use)**

On taking up a place at the school an entry is made in the Admissions Register.

The Admissions Register is held on electronic format on the School's main database.

The Admissions Register is stored on the computer, copied electronically to a back up memory device.

The persons responsible for the administration of the Admissions Register are the Data analyst and head of centre.

The following items are recorded in the Register:

- Full Name
- Gender
- Name and address of all parents/guardians and/or carer with an indication of the parent/guardian and/or carer with whom the student normally resides
- At least one telephone number at which the parent/guardian can be contacted in an emergency
- Date of Birth
- Date of Admission / Re-admission
- Name and address of previous school
- Name of Year Group on entry (e.g. Year 9)

Copies of the Admissions Register are held at the school for a minimum of 3 years

The Admissions Register allows for the inclusion / deletion from the register and is done in line with the Education (Student Registration) (England) Regulations 2006

### **Further reading**

Sandwell Valley School and Sandwell Community Care Trust Training is committed to ensuring that the Admissions Register is maintained in accordance with Education (Student Registration) (England) Regulations 2006. From the beginning of the first day on which the school has agreed or been informed that the student will attend the school, an entry will be made in the school's Admissions Register in line with the Education (Student Registration) (England) Regulations 2006.

Sandwell Valley School and Sandwell Community Care Trust Training equal opportunities policy.

**Date: September 2018**

**Review Date: September 2019**

