



# Admissions Policy

## Phase of school this policy relates to

| Early Years | Primary | Secondary | Whole School |
|-------------|---------|-----------|--------------|
|-------------|---------|-----------|--------------|

|                                  |                                    |
|----------------------------------|------------------------------------|
| <b>Date created:</b>             | <b>March 2019</b>                  |
| <b>Date reviewed:</b>            | <b>June 2025</b>                   |
| <b>Next review date:</b>         | <b>Spring 1 2026/27</b>            |
|                                  |                                    |
| <b>Policy lead staff member:</b> | <b>Leanna Barrett</b>              |
| <b>Policy link governor:</b>     | <b>Ashley Berggren</b>             |
| <b>Date Ratified:</b>            | <b>16/11/2023- by Julie Fisher</b> |

### Admissions to LWS:

In order to be considered for a place at Liberty Woodland School, Primary or Secondary phase, prospective parents must attend an open day, followed by booking the child onto a taster day. This also applies to all current Liberty Woodland Primary school pupils wishing to join Liberty Woodland School secondary phase.

Following attendance at an open and subsequently a taster day, dependent upon availability and whether the school can meet the needs of the child, offers of places will be made to families registered on the appropriate waiting list.

An offer of a place for your child at Liberty Woodland School is accepted by submitting a completed enrolment form and paying the deposit and enrolment fee.

The following steps help to outline the process for parents who are interested in having their child attend our school:

Step 1: A parent/guardian expresses interest via phone or email with our school admissions leader,

Step 2: Families are invited to attend an open day and sent a school prospectus.

Parents are then requested to submit in advance of registration on waiting list:

- Past school reports
- Evidence of any special needs, including but not limited to any Individual Learning Plans
- Evidence of any Education Health Care Plans

Step 3: Children wishing to join year 1 or above are invited in for 1-2 taster days without parents accompanying, children wishing to join reception are invited for a stay and play with parents.

Step 4: Waiting list registration available for families, registration fee applicable.

Step 5: Places will be offered when available.

Step 6: On acceptance of the offer, a family interested in their child entering the school will be offered a start date. Prospective parents and students will be provided with:

1. Enrolment forms and consent forms, to be completed and returned before the start date.
2. The terms and conditions of the school.

Please ensure you read the consent form and terms and conditions carefully before signing.

### **Primary School Admissions**

#### **Waiting List Registration Fee**

A registration Fee is payable by parents wishing to register their interest in a place for their child at Liberty Woodland School (LWS). This fee is used to defray administration costs associated with the admissions procedure. The fee is currently £100 per child and is non-refundable.

Parents should note that payment of the Registration Fee does not guarantee the offer of a place. Payment of Registration Fee places you on a waiting list for a place.

### **School Enrolment Fee & Deposit**

An Enrolment Fee (£750 + VAT at 20% = £900) and Deposit (£1250) is payable by parents on acceptance of the offer of a place at the school. On receipt of the Enrolment Fee and Deposit, the School guarantees a place for the pupil for an agreed start date in an agreed year group. The Enrolment Fee and Deposit is payable for each child within a family and there is no discount of the Enrolment Fee and Deposit for siblings. The Enrolment Fee is fully non-refundable. The Deposit can be refunded providing one full term's notice has been given to leave the school.

### **Secondary School Admissions**

#### **Waiting List Registration Fee**

A registration Fee is payable by parents wishing to register their interest in a place for their child at Liberty Woodland School (LWS). This fee is used to defray administration costs associated with the admissions procedure. The fee is currently £100 per child and is non-refundable.

Parents should note that payment of the Registration Fee does not guarantee the offer of a place. Payment of Registration Fee places you on a waiting list for a place.

#### **School Enrolment Fee & Deposit**

An Enrolment Fee (£1000 + VAT at 20% = £1200) and Deposit (£1500) is payable by parents on acceptance of the offer of a place at the school. On receipt of the Enrolment Fee and Deposit, the School guarantees a place for the pupil for an agreed start date in an agreed year group. The Enrolment Fee and Deposit is payable for each child within a family and there is no discount of the Enrolment Fee and Deposit for siblings. The Enrolment Fee is fully non-refundable. The Deposit can be refunded providing one full term's notice has been given to leave the school.

### **Primary and Secondary Offers**

Priority is given to siblings of enrolled children.

Offers will be made according to position on the waiting list, providing we can meet the needs of the child and believe we will be a good fit for the family.

Before offers of places are made we will require a recent school/nursery report for your child and details of any IEP or EHCP for your child. You and your child will also be invited to attend a taster day or a stay and play at Liberty Woodland School. Each

child is unique with individual needs and we want to be sure that we can offer your child and indeed your family the experience that you need in the primary years.

### **Sibling enrolment**

Siblings of enrolled pupils will be given priority for places; siblings will still need to be added to the waiting list and full enrolment fees paid.

### **Progression for children enrolled at Liberty Woodland Primary into Liberty Woodland Secondary**

Priority for placement at our secondary school goes to Liberty Woodland Primary School enrolled children. Parents must engage in the admissions process for secondary, including attending secondary open days to ensure they understand the rigour and scope of the IB curriculum and are confident this is the right secondary school for their child. Places for Liberty Woodland School are not automatically reserved for primary students, families must advise us if they wish to secure a place for their child for year 7 before 1st January in the year they wish their child to join secondary.

Upon completing the admissions process, parents can have an offer of a secondary place confirmed, subject to availability of spaces at the time of requesting a place. To confirm a secondary school place offer, a deposit of £1500 will be required. Deposits already used to secure a primary place can be used towards this Deposit. No Enrolment Fee is required.

The £1500 deposit is requested to protect the school's interests and to ensure that all places are offered to families who intend to continue their journey with LWS.

Moreover, by offering a place to a child, the school loses the ability to offer that place to a child on the waiting list. No refund is offered if a child is withdrawn after 1st January of the year that the child was due to start Secondary. If a child is withdrawn the calendar year before the year that the child was due to start school, the £1500 Deposit will be refunded.