



Eton End

Admissions Policy

ETON END SCHOOL
35 Eton Road, Datchet



Admissions Policy (Including EYFS)

Relevant Statutory Regulations:	ISSR part 6, para 32(3)(a) ISS7 Part 3, para 7a KCSIE 2023 Children Missing Education (September 2016) Equality Act 2010
Nominated member of SMT responsible for the policy:	Sarah Bond
Updated:	September 2025
Date of next review:	September 2026

Authority and Circulation

1. This policy has been issued with the authority of the Board of Governors of Eton End School. It is addressed to prospective parents and pupils and to all members of the teaching and administration staff.
2. This policy applies to all pupils applying for entry to the school regardless of age, including those in the EYFS.

Policy Statement

3. **The aims** of this policy are:
 - To identify and admit children who can take advantage of the broad and varied curriculum and thrive in the environment that Eton End School offers.

4. **Equal Treatment:**

We welcome children from many different ethnic groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our school community and the rights and freedoms of others. All candidates for admission will be treated equally as set out in our Equal Opportunities Policy. No applicant will be treated less favourably during the admissions process on the grounds of any of the relevant protected characteristics listed in the Equality Act 2010, namely disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation. The School's mission statement is available on the School website: www.etonend.org This policy can be made available in larger print or a more accessible format if required.



We expect all of our pupils to attend our church services and school assemblies which are fundamental to our Christian ethos; however we respect the right to opt out of collective worship or religious education in accordance with our Equal Opportunities Policy.

5. **Disability and Special Educational Needs:**

The School has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under current legislation in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.

Eton End School is a mainstream school without specialist provision. The School will consider applications from pupils in receipt of an EHCP however a place will only be offered if the Head and SENDCO are confident that the school has all the resources and equipment in place to support the provision documented in the EHCP. Parents must inform the School when submitting the Registration Form of any special circumstances relating to their child which may affect their child's ability to fully participate in the education provided by the School or this admissions process. The School may request further information, such as a speech and language report, occupational therapy assessment, medical certificate or a current Educational Psychologist's report, as well as a possible internal school assessment that the School considers necessary to make a fair assessment. The costs of any of these assessments will be the responsibility of the applicant's parents or guardians. If, after reasonable adjustments have been considered, the School is unable to adequately cater for the needs of those children with disabilities, parents will be informed why an offer of a place will not be made. Failure to disclose all relevant information during the application process may result in a place subsequently being withdrawn. Similarly, to provide a safe and secure environment for all our pupils and ensure effective planning, any medical, including mental health issues, must be declared at the application stage.

The School needs this information so that, in the case of any child with particular needs, we can assess those needs and consult with parents about the adjustments which can reasonably be made to cater adequately for the child's needs both during the admission process and if an offer of a place is made. Failure to disclose to the school any known disability, special educational need or social, emotional or mental health needs prior to admission may jeopardise any place offered to the child as the school will have been unable to assess our ability to support the pupil effectively prior to admission.



Similarly, if a disability, special education needs or learning difficulty becomes apparent after admission, the School will consult with parents about reasonable adjustments that may allow the child to continue at the School. Where the School determines that it is unable to adequately meet the child's needs and it is not in the child's best interests to remain at the School, the Headteacher may ask the parents to withdraw the child from the School (subject always to the School complying with its equality obligations).

Admission Procedures

6. Entry Points

Entry to the school is at the discretion of the Head and subject to availability of places. These procedures apply at the main point of entry: Nursery, and also to candidates for vacancies in any other year group.

7. Registration:

On initial enquiry, parents are sent a prospectus together with other relevant information and a covering letter inviting them to meet the Head, and other staff as appropriate, and also to have a tour of the school. If we are unable to welcome parents onto site, a virtual tour and meeting will be arranged.

Prospective parents also receive a Registration Form with their prospectus information which should be completed at the earliest opportunity and returned with a non-refundable £100 registration fee. The registration is acknowledged in writing and the child's name is put on the Admissions List.

Two terms prior to joining Nursery, and after an assessment for other years, a prospective entrant is requested to complete and sign the Acceptance Form and pay over a fee deposit of £500, upon receipt of which, the place is confirmed as guaranteed. The fee deposit is refunded on the final fee account when a pupil leaves the school.

In the event of a place not being available, the prospective pupil's name is carried forward on the Waiting List until such time as he/she can be accommodated, or his/her name is withdrawn.

Places in Reception to Year 6 are subject to a satisfactory completion of assessment procedures as set out below.

8. Assessment

Procedures for entry into different year groups are as follows:

- **The Nest Nursery:** Entry into The Nest, into any of the rooms (Hatchlings, 3 months to 2 years, Nestlings, 2 to 3 years and Fledglings, 3 to 4 years) is non-selective. It follows strictly the principle of earliest date of registration and confirmation of place.
- **Nursery and Reception** (mid-year entry) and Reception: entrants to Nursery mid-year and to Reception are not assessed formally but are invited to spend time with their prospective classmates where they will meet the Early Years staff. Assessment takes the form of observation and simple recording. Where pupils have attended a previous setting the school will request a report to ascertain progress against the EYFS framework and Early Learning Goals and to identify any areas of difficulty which may require support



For all entrants above Reception level, reports from the pupil's previous school are required.

- **Years 1 and 2:** entrants will be invited to spend a day with their prospective classmates where they will meet the Deputy Head Academic. Assessments of reading, writing and mathematics will be carried out.
- **Year 3 to Year 6:** entrants to the School in Year 3 and above will be invited to spend a day during which they will sit a GL Assessment (PIE/PIM) according to their year group and spend time with the Deputy Head Academic. These tests are to inform the School as to whether or not the prospective pupil can work within the parameters of a class at Eton End School.

All prospective pupils are observed for their social attitudes throughout the time they spend at the School.

The School will also obtain a confidential report from the pupil's previous school (where relevant to year of entry). This enables the School to offer places to those for whom our style of education seems most appropriate; for those who are most likely to benefit from what we offer and who appear to match the ethos and standards of the School; and whose personal qualities suggest they have the potential to contribute sufficiently to the School community and benefit from the many opportunities that are offered.

Appeals Procedure

Parents have the right of appeal if a place is refused and should follow the Complaints Procedure available on the school website: www.etonend.org



Sharing information with local authority

The School is required to notify the local authority within five days when a pupil's name is added to the admission register at a non-standard transition point. The School will provide the local authority with all the information held within the admission register about the pupil.

The school will notify the local authority when we are about to remove a pupil's name from the school admission register. This duty does not apply when a pupil's name is removed from the admission register at standard transition points (end of Year 6).

When removing a pupil's name from the admission register, the notification to the local authority must include:

- (a) the full name of the pupil
- (b) the full name and address of any parent with whom the pupil normally resides
- (c) at least one telephone number of the parent
- (d) the pupil's future address and destination school