



Ghyll Royd School and Pre-School  
A foundation for life

# Admission Policy

Policy Leader: Mr David Martin

Policy review completed by the Headteacher on

Summer 2017

Name of Headteacher

David Martin

Date to be reviewed

Summer 2019



Ghyll Royd School • Greystone Manor • Ilkley Road • Burley-in-Wharfedale • Ilkley • West Yorkshire • LS29 7HW  
t • 01943 865575 f • 01943 865574 e • [information@ghyllroydschool.co.uk](mailto:information@ghyllroydschool.co.uk) w • [www.ghyllroydschool.co.uk](http://www.ghyllroydschool.co.uk)  
Company Number • 03583140 Registered Charity No • 107023

Ghyll Royd School and the Pre-School (Early Years Foundation Stage) is committed to safeguarding and promoting the welfare of young children and expects all staff and volunteers to share this commitment.

### General

Ghyll Royd School and Pre-School is an independent coeducational school from ages 2 to 11 years. 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 will visit our school. We hold a number of Open Days and Events throughout the year which provides a general introduction to the school. Details are published on our website, via our school social media sites and in the local press. All interested families are personally invited to attend. We are also very happy to welcome prospective parents and their children at all other times as our doors are always open. For personal guided tours with our Headteacher, please contact the office who will be happy to arrange a visit.

### The Entry Procedure

Ghyll Royd and Pre-School is a not an academically selective school. Our selection process is designed to identify pupils who would benefit from our balanced and well-rounded education and will make a positive contribution towards the life of the school. Once a family has looked around the school we invite their child to come in for a 'taster day' or sessions to ascertain whether the school would be suitable for them. Pre-School children are encouraged to take part in as many taster sessions as they need to feel secure and happy in their new environment. At this point the school will offer a place to the child and a registration form will be requested from the family, this secures a place initially in Pre-School with a view to full and automatic registration into the main School at Reception age.

There are several usual points of entry these are:

- When your child turns 2 years old and enters the 'Little Adventurers', Pre-School room.
- Entry into our Pre-School, 'Great Explorers' room in the year before Reception.
- Entry into Reception in the September after your child turns 4 years old.

We may also have places in other year groups. For Key Stage 2 pupils and in certain instances where there are places available in classes there may be Scholarships available. These Scholarships enable children who have evidence of exceptional

ability not only academically but musically, artistically or in the sports arena. Further information can be found on our website.

Pre-School offers many permutations of attendance for parents. The school office will be very happy to discuss different options that are available. Entry into the Pre-School is at 2+ and pupils may attend either part-time (morning or afternoon sessions) or full-time (whole day session). Places are offered according to the date on which a completed Registration Form is received with priority given to siblings.

Pupils who attend Pre-School and pupils who attend external Nurseries may register to attend our Reception School Class. We reserve the right to withdraw the offer of a place at our School and Pre-School if information becomes available that contravenes the criteria for admissions. An appeal may be made in writing to the Chair of Governors.

If, in the opinion of the School, a child is not flourishing in the school environment because of a previously known but not disclosed (by Parents or Guardians) learning or behavioural difficulty, an alternative educational experience may be suggested. If reasonably possible a term's notice will be given by the school.

In the event of over-subscription in the Pre-School and Reception year groups, preference will be given to those who have been on the waiting list the longest and/or have a sibling of a child already at the school. Parents will then be informed if a place becomes available.

### Equal Treatment

We welcome applications from pupils with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Ghyll Royd School and Pre-School is committed to equal treatment for all, regardless of their race, ethnicity, religion, sexual orientation or social background.

### Additional Learning Needs

We do not discriminate in any way regarding entry. We welcome pupils with additional learning needs, providing that our environment can offer them the support that they require. We welcome pupils with physical disabilities provided that our site is accessible to them; please see our SEN Policy. However, we advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with us before or during their tour of the school so that we can discuss adequate provision for him/her. Parents should provide a copy of an Educational Psychologist's report or a medical report to support their request, if available. Any reports from previous schools should be submitted to the School prior to arrival. We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she becomes a pupil at the school. This will enable the School to determine if their needs fall within the scope of our Learning

Support provision (this may be at additional cost) and to determine if the nature of the School site can accommodate the needs of those children with physical disabilities.

Where the school considers that the admission of child with additional needs would prejudice the provision of efficient education or the efficient use of resources at the school it may refuse to admit that child even though there are places available.

### Bursaries

Bursaries are means-tested. Both parents are required to provide proof of their income and assets. Bursaries are always offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the school. Levels of support may vary with fluctuations in income. Bursaries are only offered to families who are resident in the UK. The school's expectation is that parents, who do not choose to apply for a bursary at the time that their child is being assessed, will not require financial support throughout the time that their child attends the school, except in wholly unforeseen circumstances.

### Religious Beliefs

At Ghyll Royd School and Pre-School we welcome pupils from all faiths as we are non-denominational.

### School's Contractual Terms & Conditions

Copies are made available to parents as part of the admissions process.

### Complaints

We hope that you and your child do not have any complaints about our admissions process; but our school's 'Complaints Procedure' can be viewed on this website or can be sent to you on request.