



Fernhill School Admissions Procedure

Rationale

At Fernhill School we aim to provide a clear and transparent admissions process for all applicants to our school. Our assessment methodology is designed to be inclusive and supportive and is structured to give parents and pupils the opportunity to ascertain if Fernhill School is the correct environment for them to grow and learn. Furthermore, at Fernhill School we endeavour to ensure appropriate assessment is carried out in respect of supporting pupil needs within the existing framework of support we have or one where practical reasonable adjustment is made.

This policy is supplemented by the following documents:

- Applications for Admission
- Parental contracts
- Promoting Positive Behaviour Policy
- Code of Conduct

1. Initial Enquiry

Initial enquiry to Fernhill School can be made by direct email or telephone contact or by completing an enquiry form from our website.

Email: admissions@fernhill-school.co.uk

Tel: 0141 634 2674

Website: www.fernhill-school.com

2. Contact

On initial contact our Head of Admissions will gather any relevant information about your child's learning journey to date and your ongoing requirements. At this point, parents must advise the School of any disability, additional support need, medical condition or special assistance that might be required, by the applicant, as a pupil at the School.

At this stage you will also receive our digital school prospectus and all other relevant documentation to assist you in making an informed choice for your child.

3. Visiting Our Campus

Following receipt of your information pack you will be contacted to arrange a campus visit. These personal tours are tailored to your needs and can be scheduled on any day to accommodate your schedule. During the tour you will have the opportunity to discuss your child's learning needs in detail, speak to our Head teacher, tour our extensive school grounds, and access our teaching accommodation.

4. The Assessment Process

Literacy and Numeracy Assessment

Applicants will undergo a literacy and numeracy assessment in class as part of the admissions process. This allows us to establish the level the pupil is currently working at to allow appropriate support in school, if applicable.

Review of school reports or external agency reports

Where a child is joining us from another school, we will request school reports and any other relevant reports produced by external agencies prior to any assessment days in school. These will allow us to establish whether appropriate support can be made available to the pupil to move them forward in their learning.

Taster days in school

Fernhill School like to make a holistic assessment of pupils in class as this can often provide invaluable information to support the decision-making process. Pupils will be asked to spend up to one week in their relevant class or year group as part of the assessment process. This opportunity also assists pupils in determining whether or not Fernhill School offers an appropriate learning environment for them.

5. Decision making Process

The senior leadership team will review all information relating to pupil assessment to establish whether or not that pupil can be supported in their learning for the remainder of their academic journey. All decisions are made with the best interest of the pupil in mind.

The decision-making process includes but is not always limited to:

- Any academic support or challenge which would be required to maximise pupil potential and whether or not that is available within the particular class or year group.
- Any emotional support which would be required and whether that would be available
- Any physical adjustments which might be required in order to support the pupil and whether these are possible. This includes staffing implications
- Capacity within the class or year group based on subject choices or other support factors

6. Formal Offer

Where a formal offer is being made this will be done in writing and will request acceptance within fourteen days of receipt. The formal offer gives parents summary information about our contract terms and conditions. A full copy of the contract will be sent on acceptance of the offer

but only once the contract is signed is there any obligation to attend Fernhill School. A formal offer can only be made once all pupil information has been received.

7. Appeals Process

In the event of a decision being made which parents would like to challenge this can be done by contacting our Head of Admissions who will arrange to provide evidence and if necessary, set-up a meeting with the relevant parties within the school.

8. Accepting an academic offer

Acceptance of an academic offer is made electronically. On receipt of acceptance, a contract will be issued along with full joining instructions.

9. Transitioning to Fernhill School

At Fernhill School we pride ourselves in making every new pupil feel welcomed and included. We are affectionately known as the Fernhill Family and once you take the important step towards joining us you will quickly learn why. Pupils and parents alike are welcomed by their buddy and the wider community of staff and parents. To ensure you feel supported in your transition we will assign a pupil buddy and a current family mentor to guide you through the transition.

10, Ongoing support and communication

All pupils at Fernhill School are part of an excellent support infrastructure and all are supported by a member of the Senior Leadership Team. In the event of any issues arising during the transition process or beyond parents can contact their SLT advocate who will assist them in resolving any issue which may be impacting on the health and wellbeing or academic progress of the pupil.