ADMISSIONS & EQUAL OPPORTUNITIES POLICY (PUPILS)

Review date: August 2027

Version: v8.0

Policy actioned from: September 2026

Next review date: June 2026

Please note: Parents' refers to parents, guardians and carers.

This is a whole school policy, which also applies to the Early Years Foundation Stage.

POLICY AMENDMENT PAGE

Date	Key Amendments	Version Number	Reviewed by
11/01/2018	Policy Approved – Fit for use by schools.	v1.1	RG
01/09/2019	Annual Endorsement	v2.0	RNB
24/11/2020	Policy Review	v.3.0	RNB
16/06/2021	Annual Policy Review	v4.0	RNB
05/06/2022	Annual Policy Review	v5.0	RNB
25/06/2023	Annual Policy Review	v6.0	CS
07/06/2024	Annual Policy Review	v7.0	AE
27/11/2024	Policy Review	v7.1	AE
07/01/2025	Policy review from ISBA Guidance	v7.2	JCT
23/6/25	Annual Policy Review	V8.0	JCT
01/09/2025	Adopted by Riverston School	V8.0	GB
25/08/2026	Annual Policy review	v9.0	GB
01/09/2026	Policy Adopted by Riverston School	v9.0	GB

General

This policy explains the school's admissions procedures and its commitment to equal treatment of, and opportunities for, its pupils. A separate policy exists addressing equal opportunities for employees.

Deciding on the right school for your child is very important, and we at Riverston School believe that a personal visit is invaluable. We very much hope that you and your child will visit our School. We hold open mornings throughout the year, which give prospective parents an opportunity to tour the school and meet the Head. Details are published on our website, and all registered parents are informed. We are also very happy to welcome prospective parents at other times for a personal meeting with the Head and/or Head of the relevant school and a tour of the school. This policy applies to all pupils seeking admission to the school, including those in the EYFS.

The Entry Procedure

The school is a non-academically selective school. Selection is not based upon academic ability but on a pupil's potential to prosper at the school, socially and academically. Where possible, there will be an informal interview. We do require references from the candidate's previous school or nursery and consider the observations and feedback from staff following any trial day(s). Our selection process is designed to identify pupils who can benefit from our balanced and well-rounded education and to make a positive contribution to the life of the school.

Applicants for admission should register by the end of December of the year preceding the desired year of admission. The school welcomes in-year applications, but places in any one-year group can only be allocated if there is availability at the time of application.

Equal Opportunities and Information Sharing

Riverston School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, disability, gender reassignment, sexual orientation, or social background. We actively promote respect and tolerance for people with protected characteristics as defined by the Equality Act 2010.

Parents must disclose all relevant information about their child's medical, educational, or other needs during the application process. This includes any Educational Psychologist reports, EHC Plans, or medical reports. Parents must also inform the school of any changes to this information prior to the child's enrolment or during their time at the school.

Failure to disclose relevant information or providing misleading or incomplete details may result in the withdrawal of an offer or termination of the Parent Contract. Such steps will be taken only after consultation with parents and, where necessary, legal counsel.

Equal Treatment

Riverston School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background. We currently have a procedure for bursary applications and this can be obtained from the Bursar's office. The school has due regard to the Equality Act 2010 and promotes respect and tolerance for people who have a protected characteristic. We welcome children from many different ethnic and racial 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. The school is committed to being an Equal Opportunities Education provider and is committed to equality of opportunity for all members of the school community.

The school recognises and accepts its responsibilities under the law, in line with the 1976 Race Relations Act; all candidates for admission will be treated equally, irrespective of their, or their parents' age, gender, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race or ethnicity, language, religion or belief, national or social origin, sexual orientation, property, birth or other status. We expect all of our pupils to attend all assemblies and outings, and to take full part in all Religious Education lessons.

To promote transparency and accountability, parents are required to provide accurate, complete, and timely information regarding their child's needs during the admissions process. This includes disclosing any changes to a child's circumstances after enrolment. Failure to do so may result in the withdrawal of an offer or a review of the child's place at the school, in consultation with the family.
Special Needs

Riverston School welcomes pupils with disabilities and special educational needs, provided that we can meet their requirements with reasonable adjustments. Parents are required to disclose any known special needs, disabilities, or medical conditions during the application process. This includes sharing relevant documentation such as:

- Educational Psychologist reports.
- EHC Plans or assessments.
- Medical reports or other professional evaluations.
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The school's commitment extends beyond admission. If a pupil's needs evolve after enrolment, parents must inform the school promptly to allow a reassessment of reasonable adjustments. Any subsequent adjustments will be discussed with parents to ensure the pupil's needs are met effectively and safely.

In rare cases where reasonable adjustments cannot be made, or where meeting the pupil's needs would compromise the safety of others or the integrity of the school's operations, the school may reconsider the pupil's placement. Such decisions will be made transparently and collaboratively.

Reasonable Adjustments

The school defines a reasonable adjustment as one which can reasonably be undertaken within its normal staffing, facilities and resources, given the context of the school. The school reserves the right not to offer a place where it is believed that any necessary adjustments exceed the criterion for reasonable adjustment. Where the school believes that a child's particular needs can be met by drawing on a limited range of additional expertise or resources, but nevertheless beyond the criterion for reasonable adjustment, the school may decide to offer a place on condition that the additional cost will be passed on to parents.

We advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with the school before they register for a place, so that we can determine whether a place can be offered and make appropriate adjustments for them. Prospective parents are also asked to inform the school if any reasonable adjustments need to be made to enable a child to access the assessment process. Parents should provide a copy of an Educational Psychologist's report, EHCP (Education, Health, Care Plan) or a medical report to support their request for a place and alert the school to any request for extra time or other special arrangements.

Pupils with Medical Requirements

If the school believes that it can meet a child's needs for medical provision, or the ongoing administration of medication, in accordance with the reasonable adjustments criterion, above, the school will endeavour to meet such needs. Where necessary, if specialist knowledge is required, the school will arrange additional training for relevant staff to support a pupil's medical needs (for example for anaphylaxis, diabetes and asthma). We will discuss thoroughly with parents and their medical advisers any reasonable adjustments that can be made and the administration of medication, to enable a child to become and continue as a pupil at the school. For further information, please refer to the policy on first aid and the administration of medication.

Pupils with Dietary Requirements

Where reasonable adjustments can be made, the school welcomes pupils who have particular dietary requirements due, for example, to cultural or religious backgrounds or to food allergies or intolerances. Information on dietary needs is gathered as part of the admissions process and shared, as appropriate with catering and teaching staff. In more complex situations, a meeting may be organised between the registrar and/or catering manager and the parents and/or health practitioner to discuss and plan for a child's dietary needs. Parents are asked to inform the school promptly if there is a change in a child's dietary needs.

The Assessment Process

The aim of the process is to identify potential. We are looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. Riverston School has strong traditions in sport, music, drama, art, debating and community activities. They also have many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

Waiting List for Entry throughout the Year

At times, spaces do become available in various year groups throughout the year. If parents are interested in applying for a place during the year, they should contact the Admissions Registrar who will organise a mutually convenient time for a visit. We will contact the child's current school or nursery and request references.

Sibling Policy

Many siblings join the school and a family atmosphere is encouraged. However, admission is not automatic, and there may be occasions where we judge that a sibling is likely to thrive better in a different academic environment.

Scholarships

While Riverston School does not currently offer scholarships, we provide means-tested bursaries to support eligible families. Our bursary forms are available from the Registrar's Office and it outlines the application process and criteria. Bursaries are reviewed annually, and parents must provide updated financial information each year to continue receiving support.

Overseas Applicants

Riverston School welcomes overseas pupils, who can study at the school, provided that UK immigration requirements, such as are in force at the time, are met and they have a relative, legal guardian or host family living in the UK with whom they can reside. Where necessary, individual admission arrangements will be made for pupils applying for a place at the school from overseas.

Fluency in English

To meet the academic and social demands of the school, pupils should ideally be fluent English speakers. Pupils with English as an Additional Language (EAL) are supported in school, but additional tutoring may be recommended. Parents are encouraged to arrange this tutoring outside school to ensure their child's success.

Where this is not possible, for example, when a family has to move with little notice, the school provides additional support for EAL for those identified as requiring it for one session per week, with additional sessions available at additional cost, above the normal termly fees payable. This may also mean adapting the student's timetable for a period of time. All students are assessed for their ability in English, where English is an additional language, using the school's own assessment process. The outcomes are reported in line with the school's stages of English acquisition within the Infant and Junior departments, and in line with the Common European Framework for Reference of Languages (CEFR) in the Seniors, where applicable.

Religious Beliefs

We are not a religious school and welcome children from all faiths or none.

Offer and Acceptance

If the school offers your child a place, a confirmation letter along with an Acceptance Form will be sent to you. To accept the offered place a completed Acceptance Form, signed by both parents, along with a copy of your child's birth certificate should be sent to the School Office. A deposit is also required to secure the place; details of the deposit are outlined within the offer letter. Please refer to the School's Terms and Conditions for information as to how the deposit will be held and in what circumstances it will be refunded. Further information is also provided in the Terms and Conditions about cancellation of a place that has been accepted.

Withdrawal of Offers

Riverston School is committed to maintaining compliance with the Equality Act 2010 and related regulations, including the Independent School Standards (ISS) and Special Educational Needs and Disability Act (SENDA). We ensure that all decisions related to admissions are fair, transparent, and compliant with relevant legal frameworks.

Decisions to withdraw an offer or decline an application will be made only after:

1. A consultation with parents or guardians.
2. A review of the circumstances by the school's leadership team.
3. Legal advice, where necessary, to minimize potential legal and reputational risks.

All such decisions will be communicated in writing, outlining the reasons clearly and sensitively.

School's Contractual Terms & Conditions

Riverston School ensures alignment between its admissions policy and parental contracts. Parents must agree to the school's terms, which include:

1. Providing accurate and complete information about the pupil.
2. Notifying the school of any changes in circumstances that could affect the pupil's education or wellbeing.
3. Understanding that breaches of these terms may result in the withdrawal of a place, in line with the school's commitments under the Equality Act 2010.

Complaints

We hope that you and your child do not have any complaints about our admissions process; for registered pupils, copies of the school's complaints procedure can be sent to you on request.
The school's complaints procedure applies only to enrolled pupils and their parents. Appeals related to admissions decisions follow a separate process and will be considered in line with Stage 3 of the complaints procedure. However, the appeal panel will not require an independent member, as the appeal does not pertain to current pupils.

Admissions Register

In accordance with Paragraph 15 of the Independent Schools Standards Regulations, and in line with requirements related to children missing education, as noted in Keeping Children Safe in Education, the school records on its information management system the required personal information about each registered pupil. The school must notify the Local Authority in the area where the school is situated of the addition or removal at non-standard times of a pupil's name from the admissions register, if the pupil is of compulsory school age. This includes informing the Local Authority when the child has been taken out of school to be home educated, when the family has apparently moved away, when the child has been certified as medically unfit to attend, when the child is in custody for more than four months, or has been permanently excluded.

The school has a statutory duty to treat both parents equally and to provide both parents with information about the child's work and progress, even if one parent does not live in the family home, unless there is a legal reason not to do so. Therefore, on the pupil's admission, the school needs to gather and record the name and address of each parent in cases where parents do not live in the same household.

Record Retention

Riverston School retains admissions-related data in compliance with data protection legislation. Data for unsuccessful applications will be retained for six months unless there is a specific reason to retain it longer (e.g., to facilitate reapplication). For successful applicants, data is retained in accordance with the school's Privacy Notice and Retention Policy.

Interpretation

In this policy, the term "senior manager" means the School Head and their designated deputies.
This policy applies to all employees in all Schools (save for Schools with their own procedure which shall prevail) and other work environments within Riverston School.
This policy applies within all companies, which are wholly owned subsidiaries of Riverston School Ltd, a company registered in England, registered number 1155257.