

The Cornwall Independent School

ADMISSIONS POLICY AND PROCEDURE

This document which applies to the whole school, including the Early Years Foundation Stage (EYFS), is available on request, from the School Office, and can be made available in large print or other accessible format if required, from the School Office.

We have a whole school approach to safeguarding, which is the golden thread that runs throughout every aspect of the school. All our school policies support our approach to safeguarding (child protection). Our fundamental priority is our children and their wellbeing; this is first and foremost.

Scope: This policy is a live document that is sensitive to our working practices and is subject to change according to the needs of The Cornwall Independent School (TCIS). All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal school hours, including activities away from school. All employees and volunteers are required to state that they have read, understood and will abide by this policy and its procedural documents and confirm this by signing the *Policies Register*.

Legal Status: Complies with The Education (Independent School Standards) (England) Regulations currently in force and other statutory and best practice documentation cited in this document.

Monitoring, Review and Adaptation: The text of this policy is **necessary** and proportionate to meet the needs of The Cornwall Independent School, supporting those who work with our pupils, **making clearer** the responsibilities of school staff, volunteers, proprietor and the Governance Advisory Body. These arrangements are subject to continuous monitoring, refinement, and audit by the Headteacher. The Governance Advisory Body is committed to regularly reviewing and updating our policies to ensure they remain relevant and effective in supporting our school's mission and values, inclusive of its implementation and the efficiency with which the related duties have been implemented. This review will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the updated/reviewed arrangements, and it will be made available to them in writing or electronically.

The Policy Owner is Mrs Tracey Rowe, supported by the Education and Compliance Officer.

Reviewed: September 2026

Next Review: September 2027 (or sooner, to reflect any material change in statutory or best practice requirements)



Miss Louise Adams
Headteacher

Related documents:

- Prospectus
- Acceptance Form
- Home School Agreement
- Parent-School Contract
- English as an Additional Language Policy
- Special Educational Needs and Disability Policy
- Single Equalities Policy

Introduction

In 1988 the school was initially founded as St Piran's School by Mr Jimmy Reid and his wife as a Preparatory School. The school was then named after the patron saint of Cornwall, and the school continues to celebrate St. Piran's Day annually.

The school continued to be a family run establishment, under the joint Headship of Mr and Mrs Jones, until their retirement and the sale of the school to The London School of Commerce, a large multi-national education provider in 2003 which with its university partners offering a portfolio of undergraduate and postgraduate courses leading to British qualifications including degrees at Bachelor, Master and Doctorate level.

Mr Deryck Wilson was appointed Headteacher and began the development of the school. While St Piran's began as a Primary school Mr Wilson began the process of extending the school to provide secondary education.

Mrs Carol de Labat became headteacher in and the school further developed and consolidated the teaching of GCSE subjects. In 2013 the school celebrated its 25th anniversary providing high-quality individual education.

In 2022 the headship passed to our Assistant headteacher Miss Louise Adams on an interim basis then being confirmed as permanent headteacher in September 2023.

In November 2024 the group that the school belongs to has undergone a major restructuring process and has decided to change the branding and the name of St. Piran's School to The Cornwall Independent School (UK) Ltd. The restructuring will have no effect on day-to-day school life, our academic programme, extracurricular activities and student care.

The quality of education and pastoral care that your child currently receives will always remain our top priority. We believe the values, ethos, and supportive environment that make our school a unique place for learning will be enhanced by the opportunities this new strategy brings. It has always been our aim to make quality education affordable to parents, and this will remain a cornerstone in all our policies.

The Cornwall Independent School's aim from its inception was and still is to provide a high-quality co-educational education for children aged from four to sixteen.

We welcome applications irrespective of religion, race and ethnicity. If, after reading the school prospectus and visiting the website, you would like to learn more about The Cornwall Independent School, please contact our Bursar who will gather information about your child and will make an appointment for you to meet with our Headteacher (Miss Louise Adams). The meeting will enable you to discuss your child's individual needs, take a tour of the school and give us the opportunity to explain our approach.

Following your visit, you may be given the opportunity to book your child in for two taster days. You will be provided with all relevant information, and we also request permission to contact your child's current school. (A place can only be confirmed once we have done this.) Your child will join the age-appropriate class and will take part in normal timetabled school days, being assessed and observed during the course of the two days. At the end of the second day the Headteacher will meet with parents to discuss the taster days, answer any questions that have arisen and if required more taster days may be offered. Completion of taster days does not guarantee a place will be offered.

Our admission criteria will include but are not limited to the following:

- Good behaviour and a willingness to follow school rules
- A positive attitude to learning
- Needs that can be met within our class sized classes
- Good interaction with peers and adults
- A connection with the school

The Headteacher will speak to staff and consider the admission criteria before contacting parents with a final decision, this will be within 48 hours. If an offer is made, you will have a period of time in which to accept the place, some classes are near capacity and places are allocated on a first contact basis, after the place has been offered. Upon acceptance of the place, we will provide registration forms, and we require a deposit of £100 to secure the place. We will arrange an appointment with you to enable the purchase uniform if your child is joining shortly and for a start in the new Academic Year, we will make you aware of times when the uniform shop will be open in the summer holidays.

The class size at The Cornwall Independent School is limited to 12 as we believe that this maximises the benefits of attending a small school, at the Headteacher's discretion this maximum may be waived, for example to allow a pupil to join a mixed age class which will be run as two classes the following year.

Special Educational Needs and Disabilities (SEND): The school will make reasonable adjustments to meet the needs of children with special educational needs. We do not take pupils with current EHCPs (Education Health Care Plans) as we do not have the resources in our small school to fulfil the demands of an EHCP. Copies of reports from specialists (such as Educational Psychologists and Specialist Teachers) must be provided to the school by parents. The school has a Special Educational Needs Policy, which is available on request and on our website.

English as an Additional Language (EAL): We do not regard pupils as having a 'learning difficulty' solely because "the language or medium of communication of the home is different from the language in which he or she is or will be taught" (Education Act 1996, Section 312(1), (2) and (3)). Pupils from whom English is an additional language (EAL) will be provided with appropriate support provided they have fulfilled the requirement for two taster days and been offered a place.

Prior to the child's attendance at the school the parents or guardians must complete and sign the Registration/Acceptance/Parent-School Contract Standard Terms and Conditions Form.

This provides The Cornwall Independent School with the following vital information and informs the parents of the basic standards of behaviour and the attitude towards teaching and learning that the school expects and requires.

The Admission Register: Requires the following information to be recorded:

- Pupil's name in full
- Date admitted
- Date of birth
- Sex of pupil
- Address of the parent with whom the pupil normally resides
- Contact information
- Name and address of the last school attended, if any.

Additional Information collected at Registration:

- Emergency telephone numbers of parents or guardian, the school collects at least two emergency contact numbers, (where possible, the school should hold more than two emergency contact numbers for each child. As stated in the Early years foundation stage statutory framework paragraph 3.99)
- Special Dietary needs
- Name, address and telephone number of the child's doctor
- Illness details
- Details of any allergies or medical needs
- Parental consent for use of photos and where they can be displayed
- Any special educational needs or disabilities inclusive of specific learning difficulties
- Information/Reports from the previous school if available.

Parents or guardians will also be asked to provide the school with any further information which they feel will enable us to take the best possible care of their children. Parents are provided with key documents and directed to the school's website where policies are also available. Parents are also provided with information on the legal definition of Parental Responsibility.

The Headteacher Miss Louise Adams can be contacted at the school's address both in term time and during the holidays. The school address is also on the website contact details page.

For more details, please see the *Prospectus or school website* www.tcischool.co.uk