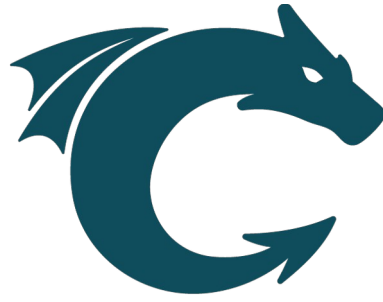




CLARE HOUSE SCHOOL PORTHCAWL

ADMISSIONS POLICY

Intended effective date: September 2026 (on school opening)

Review date: July 2027

Approved by: Board of Directors

Owner: Head of School

Applies to: Whole School

Proprietor: CHS Porthcawl Ltd

This document sets out the intended policy and procedural framework of Clare House School from the date of opening. It has been prepared as part of the registration application to Welsh Government under the Independent School Standards (Wales) Regulations 2024.

1. Introduction

Clare House School is an independent school in Wales operated by CHS Porthcawl Ltd. The Proprietor of Clare House School is CHS Porthcawl Ltd.

The school will welcome applications from families who support its educational ethos and values. Admissions decisions will be made: fairly; transparently; without unlawful discrimination; in accordance with the Equality Act 2010; with due regard to the Safeguarding and Child Protection Policy; and in alignment with the school's staffing structure and available resources.

Admission to Clare House School will be at the discretion of the Head of School. Clare House School is an English-medium school. The language of instruction is English.

2. Equal Treatment

Clare House School does not discriminate on the basis of protected characteristics as defined in the Equality Act 2010. The school is committed to ensuring that all applicants will be treated equally and fairly throughout the admissions process.

Reasonable adjustments will be considered for applicants with disabilities in order to ensure, so far as reasonably practicable, equal access to: the admissions process; school facilities; the curriculum; and school life.

Clare House School recognises its safeguarding responsibilities in respect of vulnerable pupils, including those who are looked after by a local authority or who have previously been looked after, in accordance with the Social Services and Wellbeing (Wales) Act 2014 and the Safeguarding and Child Protection Policy.

3. Entry Points

The school operates an extended educational day from 08:00 to 17:30 as part of its integrated educational provision. The principal points of entry will be: Nursery; Reception; and Year 1 (subject to availability). Applications to other year groups will be considered where places are available.

Due to the phased growth of the school, teaching may be organised in mixed-age classes. Placement will be determined according to age, stage of development, and cohort structure.

Places will be offered subject to: suitability of the curriculum; availability within the relevant cohort; and the school's ability to meet the applicant's needs.

Applications for entry to Years 2 to 6 are assessed on the same criteria as applications to principal entry points. No year group is formally closed to entry. The school will consider all applications on their merits, subject to availability and the school's ability to meet the applicant's needs within its staffing structure and available resources.

4. Admissions Process

The usual admissions process will include:

- Initial enquiry and school visit
- Completion of an application form
- Submission of relevant documentation (including previous school reports and any documentation relating to Additional Learning Needs or medical needs)
- Informal meeting and/or age-appropriate assessment
- Formal offer of a place (where appropriate)
- Acceptance of the offer and payment of deposit

Registration does not guarantee a place. A place will be confirmed only when a written offer has been issued and acceptance documentation and deposit (as set out in the Parent Contract) have been received by the stated deadline.

Personal data collected during the admissions process will be processed in accordance with UK GDPR, the Data Protection Act 2018, and the school's Privacy Notice. The decision of the Head of School regarding admissions will be final.

5. Information Sharing

Parents are required to inform the school at the outset of the application process about any needs their child may have — including Additional Learning Needs, disabilities, medical or health needs, or any other significant matters that would necessitate tailored provision or materially affect their child's ability to participate in school life.

Where applicable, parents should provide the school with copies of any relevant professional reports, assessments, Individual Development Plans or supporting documentation before the admissions process is concluded. This allows the school to assess the child's needs, discuss appropriate adjustments, and make an informed decision about whether the school can reasonably meet the pupil's needs.

Parents must ensure that information provided is accurate, complete and not misleading, and that any relevant changes are communicated to the school promptly. Failure to disclose material information may, in some cases, lead to the withdrawal of an offer or review of a place, in accordance with Section 11 of this policy and the Parent Contract.

6. Assessment of Suitability

In considering applications, the school may take into account: academic readiness and ability to access the curriculum; social and emotional development; behavioural history; alignment with the school's ethos and values; and information provided by previous schools or settings.

Admission will not be determined solely by academic performance. The school seeks pupils who will thrive within, and contribute positively to, the life of Clare House.

7. Additional Learning Needs (ALN)

Clare House School will welcome applications from pupils with Additional Learning Needs. In accordance with: the Equality Act 2010; the Additional Learning Needs and Education Tribunal (Wales) Act 2018; and the Additional Learning Needs (ALN) Code for Wales, the school will: consider what reasonable adjustments may be made during the admissions process; review any Individual Development Plan (IDP) or relevant professional reports; and discuss the applicant's needs openly and constructively with parents.

As a start-up independent school operating within defined staffing and resource structures, Clare House School will admit pupils with ALN where it is satisfied that it can reasonably meet their needs and provide appropriate Additional Learning Provision (ALP). Where, following careful consideration, the school determines that this would not be reasonably practicable, it may not be in a position to offer a place. Such decisions will be made objectively and in accordance with the Equality Act 2010.

Parents will be required to inform the school of any material change in their child's circumstances prior to entry. The school reserves the right to review or withdraw an offer where such changes significantly affect the school's ability to meet the child's needs, subject always to the school's obligations under the Equality Act 2010.

8. English as an Additional Language (EAL)

Applicants for whom English is an additional language will be welcomed. The school will consider whether the applicant has sufficient English to access the curriculum, or whether appropriate support can reasonably be provided within the school's structure. Language difference alone does not constitute Additional Learning Needs.

9. Behaviour and Conduct

The school reserves the right to refuse admission where previous behaviour presents a serious risk to the safety or wellbeing of pupils or staff, or where the applicant has been permanently excluded from a previous school and the school has assessed the circumstances and is not satisfied it can provide a safe and appropriate learning environment. Admissions decisions will always be proportionate and fair.

10. Waiting Lists

Where demand exceeds available places, a waiting list may be maintained. Priority may be given to siblings of current pupils. The school does not operate under local authority coordinated admissions procedures.

11. Withdrawal of Offer

The school reserves the right to withdraw an offer of a place where: material information provided during the application process is found to be false, misleading or incomplete; a significant change in circumstances occurs prior to entry that materially affects the school's ability to meet the applicant's needs; or deposit and acceptance documentation are not received by the stated deadline. Such decisions will be communicated in writing.

12. Overseas Applicants

Where applicable, evidence of the right to study in the United Kingdom will be required in accordance with UK Visas and Immigration requirements.

13. Complaints

Parents and carers of pupils and prospective pupils who are dissatisfied with a matter may raise concerns through the school's Complaints Procedure. Parents and carers of current pupils may raise concerns through the school's Complaints Procedure, including the full three-stage process and the right to a panel hearing. Prospective parents who are dissatisfied with a matter relating to admissions should raise it in writing with the Head of School (or the Chair of the Board of Directors where it concerns the Head), as set out in the Complaints Policy; the full three-stage process does not apply to prospective parents. As an independent school, there is no statutory right of appeal against admissions decisions.

14. Publication and Review

This policy will be published on the school website, will be available on request, and will be reviewed annually each July by the Head of School and approved by the Board of Directors, or sooner in the event of legislative or regulatory change.

This policy supports compliance with Part 6 (Provision of Information) of the Independent School Standards (Wales) Regulations 2024.