



LONG CLOSE SCHOOL

# ADMISSIONS POLICY

**LONG CLOSE SCHOOL**  
Upton Court Road  
Slough  
Berkshire  
SL3 7LU

*A Cognita School*

**Review date:** September 2014, September 2015, September 2016

**Next review:** September 2017

## **Admissions Policy**

Long Close School is a co-education, multi-cultural independent school for pupils aged 2-16.

EYFS admissions are non-selective and all pupils are assessed on entry to the school and their development stages are assessed and catered for. All pupils will be invited for a settling in session before they take up the offer of a permanent place in the Early Years.

From Year 1, LCS is a selective school. Pupils are admitted from a wide range of academic abilities, but pupils with known behavioural problems and concerns are generally refused. If parents do not reveal a history of behavioural problems or any other relevant information then they are deemed to be in breach of contract and the place may be removed. However, it is important to note that no child will be refused entry to the school based solely on their SEND requirements.

Pupils are assessed using either a verbal reasoning exercise or a reading activity and mathematical test before entry. Pupils requiring special needs support are catered for within the SEN department. More senior pupils will be given a test on entry that is appropriate for their age.

Parents are required to pay a holding deposit and to sign the school's contract. All deposits are returned when pupils leave the school providing the correct one academic term's notice has been given to the Headmaster, in writing.

Parents complete a Pupil Confidential Information form, giving full details of their son/daughter's date of birth, full address and all contact numbers in case of an emergency plus any dietary requirements. A separate medical form will need to be completed for all pupils who require the administration of medication during the school day i.e. those who suffer from allergies or other known medical conditions. These forms are kept in the school office. Please note that blanket permission forms will not cover non-prescription medication.

All parents are requested to keep the school informed of any changes of address and telephone contact numbers.