

ADMISSIONS POLICY

Version control

Date	Action	Next review
	New policy	
	Policy reviewed and approved by Board	

Policy Statement

The aim of our Admissions Policy is to ensure that students who attend courses at Cresconova Labs are able to be happy, successful and secure within our Education Centre.

Cresconova Labs is fully committed to ensuring that the application of this Admissions Policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in our Accessibility Statement. Cresconova Labs is a selective education provider for ages 8 – 16. No applicant will be treated less favourably during the admissions process on the grounds of any of the protected characteristics listed in the Equality Act 2010, namely disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation.

Procedures

1. Obtaining a Place for your Child

These are the current arrangements for gaining a place for your child at Cresconova Labs.

It is expected that pupils will need to have the potential to thrive in an academic setting. We reserve the right to consider the individual needs of each child and whether these can be met through reasonable adjustments that will not be to the detriment of the individual child or their cohort.

It is a condition of admission that:

- 1.1.1 Any conditions of entry to Cresconova Labs are fulfilled;
- 1.1.2 Cresconova Labs receives payment of the registration fee as detailed below;
- 1.1.3 The applicant is of appropriate age and maturity; and

- 1.1.4 Cresconova Labs can adequately cater for and meet the needs of any disability and/or special educational needs.
- 1.2 In all cases, admission to Cresconova Labs is at the Chief Creative Officer's discretion. Prospective pupils and their parents may visit the Education Centre and meet with Senior Staff to ascertain whether the courses are suitable for their child.
- 2. Learning needs, disabilities and English as an additional language:**
- 2.1 Cresconova Labs will do all that is reasonable to comply with the Equality Act 2010 so that we may accommodate the needs of disabled applicants for which, with reasonable adjustments, we can adequately cater.
- 2.2 Cresconova Labs will take reasonable measures to ensure the application procedure (and any information about the Education Centre) is accessible for disabled applicants and will make such reasonable adjustments as may be necessary.
- 2.3 Parents must inform us when submitting the Registration Form of any special circumstances relating to their child which may affect their child's ability to fully participate in the education provided by the Cresconova Labs or this admissions process. Such notification should be made to the Chief Creative Officer (christine.braun@cresconova.org). We may request further information, such as a medical certificate and/or a current Educational Psychologist's report, as well as a possible internal assessment that we consider necessary to make a fair assessment. We may also assess the prospective pupil's ability to access our classes at a taster day. If, after reasonable adjustments have been considered, we are unable to adequately cater for the needs of those children with disabilities, parents will be informed why an offer of a place will not be made. Failure to disclose all relevant information may result in a place subsequently being withdrawn.
- 2.4 Similarly, pupils for whom English is an additional language ('EAL applicants') may be admitted, provided they can access the available courses. Cresconova Labs will ask for an English test (<http://www.uk.set.com/>) to be completed for those EAL applicants who are not nationals of majority English speaking countries¹. This is to ensure the prospective pupil's level of English is adequate for them to be able to access our curriculum and benefit from the many opportunities that are offered here. On entry to the Education Centre, EAL pupils may also be further assessed, under the supervision of staff, to ensure that any additional support that is needed is identified early. We may charge for such additional support, subject always to complying with our equality obligations.
- 2.5 Where Cresconova Labs determines that it is unable to adequately meet the child's needs and it is not in the child's best interests to remain at the Centre, the Chief Creative Officer may ask the parents to withdraw the child from the course (subject always to Cresconova Labs complying with its equality obligations).

¹ 'Majority English speaking countries', as determined by the Home Office, include Antigua and Barbuda, Australia and New Zealand, The Bahamas, Barbados, Belize, Canada, Dominic, Grenada, Guyana, Jamaica, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago and the United States of America.

3. Applications

Applications for admissions can be made via our website and completed online. All electronic registrations are kept on Cresconova's servers. A non-returnable registration fee is payable on submission of an application.

Cresconova Academy is academically selective and welcomes all children who can make the most of the opportunities offered and can flourish in its environment. This Admissions Policy aims to eliminate from the admissions process, as far as possible, any substantial disadvantage which may be encountered by applicants with disabilities.

4. Acceptance of Places

Once a place is offered, we ask for prompt acceptance. Acceptance normally comprises the payment of the Course Fee. The Charges and Fee Remission Policy sets out your financial obligations regarding notice and withdrawal, to which parents are deemed to agree upon payment.

Once a place is accepted, an entry will be made in Cresconova's admission register. The following details are recorded in the register:

- Name in full;
- Sex;
- Name and address of every person known to Cresconova to be a parent and/or carer of the child;
- At least two telephone numbers at which parents can be contacted in an emergency;
- Day, month and year of birth;
- Day, month and year of admission;
- Name and address of the school attended by the child.

The register will be kept for at least three years after entry.

Complaints

In the event of a child not being granted a place at Cresconova, parents who wish to challenge this decision may use the Complaints Procedure.

Scholarships and Fee Remission

For details of Scholarships/Fee Remission, please refer to our Scholarship Policy. Scholarships that carry a financial reward are given with regard to the ability of the family to pay the fees and their aptitude to thrive at the Education Centre. The number and level of awards may vary from year to year. Applications for Scholarships/Fee Remission should be made at the same time as completing a registration form. We also have a fund for those falling on hard times whilst attending courses at Cresconova.