

Wizard Education Admissions Policy & Procedure

1. Admission Criteria

- 1.1. There will normally be a maximum of 10 full-time places available per academic year on Wizard Education's 14-16 Programme.
- 1.2. The 14-16 Programme is normally only open to year 10 or year 11 students.
- 1.3. Priority is given to those children with a statement of special educational needs, a child in care of a LA or provided with accommodation by that authority as defined by Section 22 of the Children Act 1989.
- 1.4. Although places are open to anyone living within reasonable travelling distance of the school, preference will be given to those students living within Swindon. Wizard Education is a day school only and does not accommodate boarders.
- 1.5. Where there are more applicants than places, priority will normally be given according to the criteria mentioned in this policy then by date of receipt of applications. Students are not selected on the basis of aptitude.
- 1.6. **Note:** *Year 11 students cannot legally leave the school where they are enrolled until the last Friday of June. Year 11 students will remain on roll at Wizard Education and are therefore still students there until 31st August in the year they are 16 years of age.*

2. Waiting List

- 2.1. When the available places have been taken, all new applicants will automatically be placed on the Wizard Education waiting list and parents or carers will be notified accordingly. The application procedure will be resumed when places become available. The waiting list for each year group will be kept for one academic year only with a new list being started at the start of each new academic year.

3. Fees

- 3.1. As an independent school, Wizard Education charges set fees per pupil per term. Fees are payable one term in advance.
- 3.2. Where a pupil leaves Wizard Education after the start of a school term, fees can only be refunded for each complete half term, all other fees are non-refundable.
- 3.3. Current fee details are available on the Wizard Education website or on request from the school.

4. Timescales for Admissions

- 4.1. Due to the flexible nature of our programmes at Wizard Education, students may be admitted at any time during the academic year. Students will not however be permitted to start at Wizard until the application procedure has been completed and all supporting documentation provided as per paragraph 5.6.

5. How to apply

- 5.1. As an Independent School, all enquiries or applications for places at Wizard Education will need to be sent to Wizard Education, 28 Eastcott Hill, Swindon SN1 3JG, by email at info@wizardeducation.co.uk or phone to 01793 522000 / 07747 804487.

- 5.2. In the first instance, parents or referrers should contact Wizard Education to arrange a pre-application visit for parents and student to take a look around, find out more about what can be available for the individual student and to meet staff.
- 5.3. To proceed, an application form can be downloaded from the school's website at www.wizardeducation.co.uk
- 5.4. On receipt of a completed application, and where there are current places available, a 'taster day' will be arranged where the student will be expected to complete a short Health and Safety induction
- 5.5. Where a student successfully completes the taster day and a place is offered at Wizard Education, a probationary period (normally one half term) and attendance frequency will be agreed.
- 5.6. Before the student can start however the following information will need to be obtained from his/her current provision/school as appropriate:
 - School Reports – most recent
 - Latest Annual Review
 - CAF/TAC reports and latest minutes
 - Most recent Statement of Educational Needs
 - Any recent risk assessment for the individual student
 - Exclusion reports or any available details
 - Current IEP
 - Medical needs
 - Most recent details of Educational attainments including working level and any exam related work or assessments already achieved or working on
 - Any available information on predicted exams

IMPORTANT: Students will not be able to commence their placement at Wizard until as much of the above information as applicable has been provided.

6. Appeals

- 6.1. Appeals against selection decisions may be made, within 15 days of the letter informing you that the child has not been allocated a place.
- 6.2. Appeals should be addressed to the Director of Education at Wizard Education who will arrange for them to be brought before an Appeal Panel, parents will be invited to attend the panel hearing.
- 6.3. The Appeal Panel will include at least two independent representatives with no direct connection with Wizard Education. The decision of this panel will be binding. Where an appeal is successful, the child will be allocated the next available place.

7. Home to School Transport

- 7.1. It is the responsibility of the pupil's parent/carer to make sure that their child goes to school and this includes the necessary travel arrangements to and from school. However, in certain circumstances support may be available to help with travel.
- 7.2. Wizard Education is committed to promoting long-term, environmentally friendly methods of travel. Walking and cycling to school are healthy alternatives to travel by car, children who walk or cycle to school are fitter, have better developed social skills, are more familiar

with their surroundings, have better road sense and arrive at school more alert and ready to learn than those who are driven. Walking, cycling or using public transport offers children and young people greater independence and flexibility.

7.3. Travel Support may include:

- Receiving a mileage allowance
- Being given a bus pass
- Providing advice on safety when walking or cycling to school.
- The travel support provided would normally be that which is most suitable, matches the needs of the pupil and is most cost effective.

7.4. To qualify for free home to school transport your child must:

- Go to the nearest school with available places that the Local Authority have directed your child to and:
- Live over three miles away, or
- The walking route is unsafe if accompanied by an adult.

7.5. Transport may be provided for low income families:

- An application form must be completed in all instances. For Swindon Residents, these can be obtained from Premier House. If you are refused assistance with transport, you do have the right to appeal against that decision.
- Support with home-to-school travel may be provided over and above the previously mentioned rules where there are exceptional circumstances to justify it.
- To pupils in Yr 10 & 11 who move out of the designated area for the school they attend, live more than three miles from the school and are eligible for free school meals.

Please contact the Education Transport Entitlement Assistant on (01793) 466213 or alternatively E-mail: passengertransport@swindon.gov.uk with any questions about school transport.