



Solefield School

ADMISSIONS POLICY

(with EQUAL OPPORTUNITY POLICY as an appendix)

STATEMENT

Solefield School welcomes children who will benefit from the education and opportunities we provide. We welcome children who can flourish socially and academically within their peer group.

We are a non-selective school and believe that education is enriched when children grow up alongside peers with a wide range of experiences and backgrounds. We are committed to equal treatment for all, regardless of race, ethnicity, religion, sexual orientation, disability, learning difficulty, or cultural or social background (see our Equal Opportunities Policy in the Appendix). While we aim to be inclusive, we recognise that Solefield will not always be the right environment for every child. It is not usually in a child's best interests to be placed in a setting where they cannot participate on equal terms with their peers.

This policy applies to all parts of the school, including the EYFS.

ADMISSIONS PROCESS

We welcome applications from families who are considering Solefield School. The admissions process is set out below, providing a clear guide to the steps from initial enquiry through to a child joining the school.

1. Initial Enquiry: Families are encouraged to explore our website (solefieldschool.org). Parents are then invited to contact the Registrar to arrange a visit to the school.

2. Visiting the School: Families are warmly invited to visit Solefield at one of our termly Open Days or on a weekday tour. During the visit, parents meet the Headmistress and are shown around the school by a member of the teaching staff.

3. Application: applications are made online via our application form, together with a non-refundable registration fee of £100 plus VAT. Once received, the child is added to our entry list (subject to availability).

4. Early Years Admissions (Little Acorns and Reception)

Little Acorns Pre-School

- Once an application and registration fee have been received, the child's place is reserved on the entry list (subject to availability, which will be advised).
- Offers are normally sent around one year before the intended start date, accompanied by a request for a £500 deposit. This deposit is refunded when the child leaves the school but is non-refundable if the place is not taken.
- In the rare event that the school believes it cannot meet a child's educational or personal needs, the offer may be withdrawn and the deposit refunded.

Reception

- Children in Little Acorns Pre-School have priority when moving up to Reception. They are expected to continue into Reception, and in the Autumn Term before entry, a Reception holding deposit of £500 is requested, credited against the first term's Reception fees.
- External applicants are offered Reception places in the Autumn Term of the year prior to entry, subject to availability. Offers are based on the date of registration, with priority given to siblings of current and future pupils, and children of staff.
- Our offer is subject to contacting/visiting the child's current setting or the child attending a stay-and-play event at Solefield, to ensure that we can meet the child's needs. In the rare event that we cannot meet a child's needs, the offer would be withdrawn.

5. Admissions to Years 1–8 (and in-year Reception)

- Children are invited to spend a trial 'taster day' with their prospective year group, which includes lessons, a gentle age-appropriate assessment, and the opportunity to meet staff and pupils.
- Parents are asked to provide the most recent school report and any relevant supporting documents (such as educational psychologist reports). A meeting with our SENCo can be arranged if required.
- With parental consent, the school may contact the child's current school for a reference or further information.
- At the end of the taster day, parents receive feedback and are notified within one week whether a place can be offered.
- Places are not usually offered without a school visit, though online meetings may be arranged for families based overseas.

6. Offers and Deposits: to accept a place, parents are required to pay a deposit of £500. This deposit is refunded when the child leaves Solefield, provided a full term's notice is given and any outstanding charges have been settled. It is non-refundable if a child does not take up their place.

7. Waiting List: if a year group is full, applicants are placed on a waiting list, which is maintained in order of registration date, with priority given to siblings of current or future pupils, and children of staff. The Headmistress has discretion over the allocation of places from the waiting list.

ADMISSIONS CRITERIA

Solefield School admits children on the basis of three core criteria:

- The child is able to thrive within the school
- The school is able to meet the child's needs
- The child's admission will not adversely affect the education or wellbeing of other pupils

We are non-selective for entry into Little Acorns and the start of Reception. However, we are unable to admit children with severe or profound learning or behavioural difficulties, as we cannot provide the specialist environment they require.

For children joining further up the school, a taster day and assessments are undertaken. These assessments are age-appropriate and provide us with a fuller picture of the child's needs and abilities. Assessments may include observations during lessons including:

Reception and Year 1

- Number recognition
- Sight recognition of high-frequency words
- Letter sounds

Years 2–6

- English comprehension and a short writing task
- Maths classwork

Years 7–8

- English comprehension and a short writing task
- Maths classwork
- 11+ and NFER scores, if known

In addition to the above, subject teachers contribute to assessment through their observations, and behaviour is taken into account. A meeting with the SEND team and a dyslexia screening test may also form part of the process.

The Registrar and Headmistress collate the results of assessments together with a verbal report from the taster day. Previous school reports are requested, and with parental consent, a reference may be sought from the child's current or previous school.

Exceptions to the usual process may be made for children relocating from overseas. Solefield is unable to offer places to pupils with very low IQ scores or with learning or behavioural difficulties that the school judges to be too severe to support.

In the Headmistress's professional judgement, a place will not be offered if this would not be in the best interests of the school, its existing pupils, or the child concerned.

Helen McClure
Updated 01.09.25
Review 01.09.26

Solefield School (DfE number 886/6038) is a member of the Sevenoaks Family of Schools and legally part of Sevenoaks School, a company limited by guarantee (4908949) and a registered charity (1101358) with a registered office at Sevenoaks School, High Street, Sevenoaks, Kent TN13 1HU. Any reference to governors, the governing body or the chair of governors refers to the governing body of Sevenoaks School. Any reference to local governors refers to the non-executive members of the Solefield School Local Advisory Board.



Solefield School

EQUAL OPPORTUNITIES POLICY

Promoting equal opportunities is fundamental to the aims and ethos of Solefield School. We welcome applications from families with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our children for today's world. We concentrate on educating the individual in order to provide a comfortable and welcoming atmosphere where each individual feels valued and can flourish.

Solefield School is committed to equal treatment for all, regardless of an individual's race, ethnicity, religion, sexual orientation, disability, learning difficulty, cultural or social background. We are a non-selective school and we believe that the educational experience can only be enriched if children are exposed to as wide a range of cultural experiences as possible whilst they are developing.

We also welcome applications from children with special needs and disabilities, and refer parents to our policies covering Special Education Needs (SEN) & Disability Policy and Teaching and Learning. This policy applies to the whole school including the Early Years Foundation Stage, and is written with regard to The Equality Act 2010.

Generous bursaries are offered in order to make it possible for pupils who meet the school's admission criteria to attend the school.

CODE OF CONDUCT

The Headmistress, the Senior Leadership Team, the teaching staff and the office staff play an active role in monitoring the implementation of Solefield School's policy on equal opportunities. Use is made of assemblies, RSHE, RS, TPR, Drama, English and other lessons to:

- Promote tolerance of each other and respect for each other's position within Solefield School community
- Promote positive images and role models to avoid prejudice and raise awareness of related issues.
- Foster an open-minded approach and encourage children to recognise the contributions made by different cultures. Bias should be recognised.
- Understand why and how we will deal with offensive language and behaviour.

A successful equal opportunities policy requires strong and positive support from parents and guardians, and full acceptance of the school's ethos of tolerance and respect.

MONITORING

Solefield School monitors its equal opportunities policy regularly. As part of that process, we invite all parents to complete an ethnic monitoring form. When completed the data is logged onto a computer spreadsheet and is kept confidential. We hope that all parents will feel able to participate in the ethnic monitoring scheme.

ENGLISH AS AN ADDITIONAL LANGUAGE

In order to cope with the academic demands of Solefield School, it is preferable for children to be fluent English speakers. However, this is not essential and tuition in English as an Additional Language (EAL) can be arranged at the parents' expense.

REQUESTS FOR VARIATION IN THE SCHOOL UNIFORM

Although Solefield School has Christian roots, we do not select for entry on the basis of religious belief, and we welcome children of all faiths and offer the opportunity for Jews, Hindus, Muslims etc to practise their own faiths. However, parents should be aware that all pupils at Solefield School are required to wear school uniform. The Headmistress will consider written requests from parents for variations in the uniform on religious grounds that are consistent with the school's ethos and its policy on health and safety. The Headmistress may take expert advice and will normally arrange to meet with the parents to discuss the implications of such a request.

COMPLAINTS

We hope that you do not have any complaints about the operation of our equal opportunities policy, but a copy of the School's complaints procedure is available on the school website or can be sent to you on request.

Helen McClure

Updated 01.09.25

Review 01.09.26