



# Odyssey House School

## ADMISSIONS POLICY

### Admissions

Odyssey House School is a co-educational, non-denominational school for pupils aged from 7 to 16 years old.

We welcome children into every year, depending on availability of places.

### The Admissions Process

The admissions process is designed to achieve a successful fit between the School and its pupils, by allowing the school to gain a realistic picture of the prospective pupil, and the pupil and parents to gain one of the School. The School is a successful learning community and it is important for you and your child that you understand and are sympathetic to the School's ethos and approach.

The first step is to register your child for entry: registration forms are available from the School Office (020 8348 8009) or via the website ([www.odysseyeducation.org.uk](http://www.odysseyeducation.org.uk)). There is a non-refundable registration fee.

The School will contact you to confirm your registration and to let you know the situation regarding places and waiting lists. The next step is to arrange for you to meet a member of the Senior Leadership Team, and for your child to visit Odyssey House over two days. Light touch assessments will be taken during those visits.

On the basis of the, meeting and visit, and, according to the availability and admissions policy, we will contact you to advise you whether we can offer a place or not.

### Allocation of Places

We take these factors into account when offering a place:

- Availability of place
- Your child's potential as an Odyssey pupil (please see below)
- Children who have an existing relationship with the School: siblings of pupils for example (in waiting list order)
- New applicants (in waiting list order)

Waiting list order is determined by the date of registration.

### How we (and you) decide if Odyssey House is the right school for your child

We want you and your child to know Odyssey House well before you make your decision. We also aim to get to know you and your child. We are honest with parents about Odyssey House and when we meet you, we will do our best to help you understand our ethos and approach. We ask you to be honest with us and to be open about your child and what he or she needs.

We look for children who will thrive at Odyssey House and who will contribute positively to a school community that is creative, social and academic. In assessing potential pupils, we recognise a range

of abilities (including academic ability, but also including creative, personal and social) and look for potential.

Odyssey House is an inclusive school and will make reasonable adjustments to cater for the needs of applicants while giving equal importance to ensuring that no other pupil's education is impaired. All parents are asked to complete a form detailing their child's requirements and any reasonable adjustments necessary for the child to be education at Odyssey House.

The school has the final decision in all cases of admissions.

### Accepting a Place

If we offer your child a place, and you choose to accept it, your next step is to confirm your acceptance in writing, along with a deposit and commitment to the first term's fees. We will then make full arrangements for welcoming your child into the School.