

**ETON ACADEMY**

**Admissions and Inclusion Policy**

**Version 3**

Version Control	
Implementation Date	September 20, 2022
Reviewed	September 27, 2023
Reviewed	July 22, 2024
Reviewed	June 19, 2025
Next Review	June 2026

1. Introduction

- 1.1. Eton Academy is dedicated to fostering academic excellence and personal growth in each of its students. Recognizing that every learner is unique, our admission policy is designed to identify and welcome students who will thrive in our educational environment, actively engage in our dynamic, interactive classes, and contribute meaningfully to our vibrant school community.
- 1.2. We admit both private students and those referred by local authorities (LAs) as part of their Alternative Provision offer. Students referred by LAs remain on roll with their physical school and access our services in partnership with that setting. Our provision is designed to support re-engagement with education, and is open to both UK-based and international students.

2. Aims

- 2.1. Eton Academy is committed to offering an inclusive and comprehensive education that aligns with the standards set by the UK Department for Education (DFE) for online educational providers. To ensure each student is placed at the appropriate instructional level, we conduct

initial online standardised assessments in English and Maths and in some cases Science. These assessments help us understand each student's proficiency in English and mathematical (and where applicable scientific) concepts.

- 2.2. We ask parents/carers or referring professionals to share any concerns or relevant reports so that appropriate measures can be put in place. This includes safeguarding, medical, educational, or psychological documentation, where available, to support early intervention and ensure tailored support is in place from the outset.
- 2.3. Students are flagged when they may be in greater need of support — for example, a young person looked after by the local authority, a care leaver, a child or young person with a social worker, a young carer, or a student residing in private fostering arrangements. At the point of registration, we ask parents, carers, or mentors to provide details of the student's interests, medical history, and any special educational needs. This allows us to prepare for their admission and ensure that we can make reasonable adjustments or plan appropriate interventions where needed.
- 2.4. For students whose first language is not English, we may also require an English Placement Test. This helps us gauge their language skills accurately and tailor our support accordingly.
- 2.5. Additionally, every prospective student participates in an induction week with senior leaders, teachers and a SEND officer (where applicable). This week is not just an assessment of their academic abilities, but also a crucial step in identifying any additional learning needs. It ensures that every student can fully engage with and benefit from the diverse interactive learning tools and experiences offered by our online programs.
- 2.6. All applicants are assessed on a case by case basis.
- 2.7. Eton Academy holds these core beliefs:
  - 2.7.1. Access to quality education is a fundamental right for every child.

- 2.7.2. We believe in providing equal opportunities for all students to participate in every aspect of our educational offerings.
- 2.7.3. Our community is enriched by the unique talents and perspectives each member brings. We welcome and value the distinct contributions and challenges presented by each individual.
- 2.7.4. Recognizing the individuality of each student, we aim to enrol a diverse cohort with a broad range of abilities, all of whom can flourish in our online programs and actively contribute to our interactive live lesson environment.
- 2.7.5. In partnership with parents, we strive to cater to the needs of students and families seeking high-quality education that aligns with the DFE standards for Online Education providers.
- 2.7.6. We maintain high expectations for academic, personal, cultural, and social achievement, guided by our core Values and Aims, which are the driving force behind the learning experience at Eton Academy.

### 3. Equal Treatment:

- 3.1. Eton Academy embraces a diverse student body, welcoming children from varied ethnic, racial, cultural backgrounds, and beliefs. We uphold human rights and freedoms, aligning them with the lawful needs and regulations of our school community. Admission is granted impartially, regardless of the student's or their parents' race, colour, language, religion, political or other opinions, national or social origin, association with a national minority, sexual orientation, property, birth, or other status. We expect all students to actively participate in all meetings and events. Attendance in live lessons is mandatory, with students required to engage both visually and audibly, fostering interactive and immersive learning experiences.
- 3.2. It's important to note that our online programs at Eton Academy may not be suitable for all children. Some students may require a level of additional support beyond what we can provide within our defined resources and capabilities.

#### 4. Disability and Special Educational Needs:

- 4.1. Eton Academy, while currently having limited facilities for the disabled, is committed to fulfilling its legal and moral responsibilities under equality legislation. We aim to make reasonable accommodations to support applicants with disabilities or special educational needs, ensuring these adjustments allow us to adequately cater to their needs in line with our obligations to all students in our cohort. Our communication in lessons extends beyond chat functions, adhering to strict safeguarding policies and ensuring that all students progress effectively as part of our learning assessments.
- 4.2. We ask parents to inform us of any known disability or special educational need that may affect their child's ability to participate in the admissions process and fully engage with our online education offerings. This information should be provided at the time of registration or before accepting an offer of a place. Having this knowledge allows Eton Academy to assess the child's needs and discuss with parents the possible adjustments that can be made to facilitate the child's successful participation in our programs.
- 4.3. Eton Academy endeavours to make the application process and information accessible to candidates with disabilities, implementing necessary adjustments. For instance, we might provide examination materials in large print for visually impaired students or utilise tools like Google Transcribe for children with English as an Additional Language (EAL). If a student's special education needs or disability becomes evident after admission, we engage with parents to discuss potential adjustments that would enable the child to continue their education with us effectively.

#### 5. Admissions for Students with EHCPs

- 5.1. We may be asked to admit a student who has, or is in the process of being issued, an Education, Health and Care Plan (EHCP). All such requests must come from a local authority or a registered school, including those for students with EHCPs.

- 5.2. Students with an EHCP typically present with a range of complex needs, which may include one or more of the following: communication and interaction difficulties; cognition and learning needs; social, emotional and mental health challenges; sensory, physical, or medical conditions. As part of the admissions process, schools and local authorities are required to declare whether the student has an EHCP and must share the plan along with any supporting documentation. This may include reports outlining specialist teaching, counselling, personal assistance, therapy input, mentoring, medical interventions, and evidence of multi-agency collaboration.
- 5.3. It is expected that the commissioning local authority or school ensures that any additional provision outlined in the EHCP—beyond the scope of online learning—is provided via other arrangements. This ensures that the online learning element is effective and that the student's full needs are met. The local authority or school commissioning the place at Eton Academy retains overall responsibility for the delivery, monitoring, and evaluation of the EHCP and the student's progress.
- 5.4. Eton Academy cannot be named in Section I of an EHCP, as we are not a school or provider listed under Section 38(3) of the Children and Families Act 2014. This role must be fulfilled by a physical school or authority with statutory responsibility for the outcomes of the EHCP. However, we are regularly engaged by named providers, in partnership with families, to support the achievement of EHCP outcomes—often through delivering a full online curriculum. Funding allocated via an EHCP may be used by local authorities or schools to commission our services.
- 5.5. While Eton Academy is guided by the principles and best practices of the SEND Code of Practice (2014), we are not bound by its statutory requirements, which apply to state-funded and mainstream physical schools. Nevertheless, we implement its relevant guidance wherever appropriate to our online setting.
- 5.6. Information regarding a student's special educational needs—including EHCPs—will be made available to relevant staff and stored securely within our student management system, in line with our safeguarding and data protection procedures.

6. Out of year study

- 6.1. We will generally place students in their chronological age group but recognise that our cohort often requires flexibility. Some students may have experienced gaps in their education or have additional needs which make studying outside of their age group more appropriate. Requests for a student to be placed one or more years above or below their chronological age group will be reviewed on a case-by-case basis and, in most instances, can be approved by the admissions team.

7. Application:

- 7.1. After reviewing Eton Academy's policies and Parental Terms and Conditions (at the bottom of our website), parents should complete the Student Application Form via Classe365. This form must be signed by a parent and submitted online along with the application fee. The standard application fee is £100 GBP for students who have a previous school transcript within the last academic year. The application fee for applicants without a previous transcript from the last academic year is £150 GBP. Registration fees are non-refundable.

8. Assessment:

- 8.1. All new applicants will undertake a baseline assessment in English and Maths during the application process. This will provide an initial understanding of their current level.
- 8.2. At Eton Academy we understand that standardised tests do not always highlight students strengths and weaknesses, therefore we also employ a variety of activities and methods to allow children to showcase their strengths effectively. During induction week, senior leaders, teachers and the SEND officer (where applicable) will evaluate where the student is in their learning journey and includes discussions to understand the child's interests, attitude towards school, adaptability to an online education environment, personal attributes, and ability to contribute to the school community. We also consider the support available at home and any relevant connections with the school. Students who enrol midway through the year will be assessed over a three week period during their usual classes to ascertain the same information.

- 8.3. We recognise that the way children learn is highly individual, and it is important that all teachers use a range of strategies and differentiation to allow each child to successfully access our online programmes.
- 8.4. New Key stage 4 students who would like to apply for our science pathway will also undergo an additional pathway test for science to make sure they have the right level of knowledge to succeed in this subject.
- 8.5. Children whose first language is not English may demonstrate excellence in various areas of the curriculum. Therefore, it's essential to have a thoughtful and diverse admissions process that encourages these children to showcase their unique strengths. We may conduct additional English language tests before to ensure the child has the necessary English skills or the potential to improve with additional EAL support.
- 8.6. All students have access to 1-2-1 support classes for all subjects, through our tuition centre. This is an additional paid service.

9. Deposit:

- 9.1. To confirm and secure a student's place at Eton Academy, a deposit is required, this is the first instalment on each applicant's personalised payment plan.

10. Deposit Handling and Cancellation Policy:

- 10.1. For information on how the deposit will be held, under what circumstances it can be refunded, and details regarding the cancellation of an accepted place, parents are advised to refer to the School's Terms and Conditions.

11. Admission Outcome Communication:

- 11.1. In instances where admission is not offered, Eton Academy will communicate this decision either through a phone call or a letter, depending on what is most suitable. Families not offered

a place are given the opportunity to discuss the decision with a member of our leadership and admissions team to understand the reasons behind the decision.

12. Attendance Requirements:

- 12.1. In accordance with DFE Regulations, Eton Academy meticulously tracks student attendance in each lesson. We expect a minimum attendance rate of 90%, with a target of 100% for all students. Understanding the challenges of online learning, students have the option to access recordings of live online lessons if they are unable to attend due to approved absences or illness. This ensures that all students have the opportunity to keep up with their coursework and maintain their academic progress. Please see our Attendance Policy for full details.

13. Exclusion:

- 13.1. By registering your child at Eton Academy, you agree to comply with the school's regulations and policies. This includes ensuring, to the best of your ability, that your child, if offered a place at the school, will demonstrate diligence in their studies and responsibility in their attitude and behaviour. In cases where behavioural issues arise, Eton Academy is committed to working with both the student and parents to facilitate behavioural improvements. However, it is important to understand that if such efforts do not result in positive changes, the school may find it necessary to withdraw the student's place. In such instances, it may be recommended that the student be transferred to a school better suited to their specific needs. The decision made by the school's management in this regard is final. For detailed information, parents are advised to refer to Eton Academy's Behaviour and Exclusions Policy.

14. Sibling Policy:

- 14.1. Eton Academy prioritises sibling admissions, giving preference to siblings of current students. However, it is the responsibility of the parents to inform the school of any siblings who are also seeking admission. To avail of this priority, parents should clearly indicate this information during the application process. Additionally, when siblings are enrolled at Eton Academy



simultaneously, a fee discount is applied. The specifics of this discount and other related details can be found in the School's Fee Page on our website.

15. Parental Contract:

- 15.1. It is important for parents to understand that the admission policy of Eton Academy is part of a broader set of rules and expectations outlined in the School's Parental Terms and Conditions. These Terms and Conditions provide a comprehensive overview of the mutual responsibilities and agreements between the school and the families of enrolled students. To ensure clarity and understanding of these policies, parents are encouraged to read these documents thoroughly. The Parental Terms and Conditions are available on the Eton Academy website for easy access and reference.

Policy Approved and signed by



Dr Gabrielle Hargreaves  
Principal  
19/06/25