

Ambleford School Admissions and Fees Policy

Reviewed: September 2025

Next Review: August 2026 (or sooner if required by statutory updates)

Introduction

Ambleford School is committed to providing a dynamic, engaging, and immersive outdoor learning environment for children aged 5 to 13. Our philosophy centres on curiosity, resilience, and a deep respect for the natural world, and we seek to admit pupils who will thrive in this setting. The school welcomes applications from families who share our educational ethos and who are committed to supporting their child's learning journey in an outdoor-based environment. This policy explains the admissions criteria, the process for application and enrolment, and the expectations relating to school fees and notice of withdrawal. It reflects our duties under the *Equality Act 2010*, *KCSIE 2025*, and Independent Schools Inspectorate (ISI) regulations.

Admissions Criteria

Our admissions criteria are designed to ensure that every pupil admitted is able to benefit fully from the school's approach. We welcome children who show a natural curiosity about the world, an openness to learning, and an enthusiasm for hands-on experiences. Pupils should demonstrate respect for others and for the environment, and have the physical readiness to engage in outdoor activities in all weather conditions. Equally important is the commitment of parents and carers to supporting the school's ethos and ensuring regular attendance. Admission is not based on academic selection but rather on the alignment of values between the school, the pupil, and the family.

Admissions Process

The admissions process is designed to be transparent, fair, and supportive for families. Parents or carers begin by submitting an application form, together with the admissions fee, which includes details of the child's interests, learning style, and prior experiences. Following this, the child attends an observation session, which provides an opportunity for us to assess their engagement with peers, adaptability, and natural curiosity. During this time, age-appropriate baseline assessments may be carried out to help the school understand the child's starting point.

Parents and children are then invited to attend an informal interview with the Headteacher or admissions team. This conversation allows families to share their

expectations, for the school to outline its approach, and for both parties to confirm that the school is a suitable fit. Final admissions decisions are made following a review of all aspects of the application, and families are notified in writing. Accepted pupils and their families are invited to attend an orientation session to support a smooth transition into the school community.

Equal Opportunities

Ambleford School is committed to equality, diversity, and inclusion. We welcome applications from children of all backgrounds and do not discriminate on the grounds of race, ethnicity, gender, disability, religion, nationality, or socio-economic background. Reasonable adjustments are made to ensure that pupils with special educational needs or disabilities (SEND) can access the curriculum and participate fully in school life.

Fees Policy

School fees are set annually by the Directors and are published on the school website and available from the school office. Fees are invoiced termly in advance and must be paid in full by the first day of term unless an alternative arrangement has been agreed in writing. Payment is accepted by bank transfer or direct debit. Late payments may incur additional charges, and where fees remain unpaid, the school reserves the right to withhold services, including participation in trips or activities, or to suspend a pupil until payment is received.

In addition to core fees, certain optional activities such as school trips, music lessons, or extracurricular clubs may carry additional charges. These are always communicated in advance, clearly costed, and invoiced separately if not included in the termly fees.

Notice of Withdrawal

Parents are required to give a full term's written notice to the Headteacher if they intend to withdraw their child from the school. Notice must be received by the first day of the final term of attendance. Where insufficient notice is provided, one term's fees will be charged in lieu of notice. The same conditions apply to any reduction in attendance, such as moving from full-time to part-time enrolment, or withdrawal from optional wraparound care where fees are charged.

Temporary Absence or Illness

Fees are not refundable in the case of absence due to illness, holidays, or other reasons. In cases of prolonged medical absence, the school may exercise discretion

on an individual basis, and parents are encouraged to discuss such circumstances with the Headteacher or Bursar.

Changes to Fees or Terms

The school reserves the right to make changes to its fee structure or admissions terms. Parents will always be given reasonable notice of any such changes.

Contact and Queries

Questions relating to fees, payment methods, or notice of withdrawal should be directed to the Bursar or the school office via admin@amblefordschool.co.uk or 0330 057 7001. The school is committed to transparency and aims to work collaboratively with parents to ensure clarity and understanding.

Conclusion

By enrolling at Amblesford School, families enter into a partnership with the school based on trust, respect, and shared values. The Admissions and Fees Policy ensures that this partnership is clear, fair, and sustainable, supporting the school's commitment to providing an exceptional outdoor education while maintaining financial stability for the benefit of all pupils.