



ST. MARY'S SCHOOL

Admission POLICY

Date: **September 2016**

Review date: **August 2017**

### **Mission Statement**

At St. Mary's we aim to provide an inspiring, enjoyable educational experience where all children can develop their talents, whether academic, creative or sporting. Our school is a place where everyone is treated equally, encouraged and respected. We are committed to our school being a safe and inclusive place where learning is nurtured and confidence and self-esteem is grown in a happy, caring and stimulating environment. Ultimately, we want our pupils to develop a love of learning for life.

### 1.0 INTRODUCTION

St. Mary's Preparatory School is a mixed ability, non-denominational school that welcomes children from all backgrounds. Our nursery takes children from the term in which they turn 3 years old. Our boys and girls leave at the end of Year 6.

#### Enquiries

All enquiries are directed to the Registrar who logs them onto the school database and emails/posts out an information pack which includes the following:

- Registration & Confidential Information Form
- Schedule of Fees
- Admissions Policy

#### Tracking prospective parents

All initial enquiries are logged on to the school database from the first point of contact.

This allows us to:

- Track their progress through the admissions process
- Analyse sources of enquiry for marketing purposes
- Allow for effective on-going communication
- Monitor and assess the up-take of places and design promotional activities accordingly

#### Scholarship

Our scholarship programme seeks to enhance our reputation as a school that nurtures and supports excellence, and in so doing, stimulates interest from gifted external pupils.

Examinations, consisting of papers in Maths and English, are open to external candidates in year 3 through to year 6. We also recognise strengths and talents in other areas of the curriculum and offer Music and Sports Scholarships.

#### Bursary

Although St. Mary's Preparatory School does not have a formal bursary programme, financial assistance is occasionally extended to an applicant at the Headteacher's discretion, if the applicant has qualities and abilities that will be of a clear and quantifiable benefit to the school. The offer of a bursary is subject to the completion of a financial aid form, detailing all income, assets and liabilities.

#### Sibling Discount

A £120 discount is offered on the second child. Where families have more than two children, the discount applies to all but the oldest pupils. The discount is offered only whilst multiple children from the same family are attending the school.

### 2.0 Admissions Process

#### Registration

**The first step in the admissions process is to complete and return the Registration Form along with the £75.00 registration fee.**

Applicants are invited to tour St. Mary's Preparatory School and meet the Registrar and/or the Head teacher and/or another member of the school's Senior Leadership Team. This allows the school to gain a realistic picture of the prospective pupil, and for parents to assure themselves that they are sympathetic to, and supportive of, the school's objectives and approach to learning. Where appropriate, reports and/or references from the child's current/previous nursery or schools will be sourced.

### **Entry into Nursery**

Entry into the Nursery is normally at the start of the Autumn, Spring and Summer Terms although entry can occur at any time during the academic year. Parents can request up to 10 x nursery sessions, depending on availability with the minimum session requirement being 3 for children in our Lower Nursery and 5 in our Upper Nursery. A session is either a morning (9.00am – 12.30pm) or afternoon (12pm – 3.30pm) and this is inclusive of lunch. A whole day counts as two sessions. (9.00am – 3.30pm). A whole week would constitute 10 sessions.

Following the initial tour of the nursery, if applicable, parents and their children are invited to meet the Nursery Manager or in her absence the Deputy Nursery Manager. This allows us to gain a more detailed picture of the prospective child.

After this meeting, if appropriate, we will make an offer of a place by email/letter which will also include an Acceptance Form and a copy of the school's Terms and Conditions. In order to secure a place we ask that the Acceptance form is completed and returned along with a £500 deposit, within a specified amount of time as stipulated by the Head teacher or Registrar. After such time, if we have not heard from the applicant, we assume that they are no longer interested and the place will become available to the next registered applicant. Where a place is not immediately available, registered applicants will be placed on a waiting list.

Prior to commencement in the nursery, a Home Visit or Visit to another setting will be undertaken by the Nursery Manager and a Key Worker. The Key Worker is a member of nursery staff that will be working closely with the parent and child on a day-to-day basis. The purpose of the visit is to make initial contact with the parent and child in the friendly and informal environment of their own home or familiar environment. It gives parents an opportunity to ask questions and the child the opportunity to show staff their favourite toy or pet etc. This often helps later on in the settling in process when staff can relate to the visit. Children are invited in to attend a taster session which also gives the child, the parents and the staff an opportunity to ask questions and feel comfortable with the transition.

### **Entry into Reception**

Age-appropriate children, already enrolled in our Nursery, are entitled to first consideration for Reception Class places.

For external applicants: following the initial tour of the school, parents and their children are invited to meet the Head teacher and/or the Reception Teacher.

This allows the school to gain a more detailed picture of the prospective pupil. The children are also invited to attend a taster day.

After this meeting / taster day, if appropriate, we will make an offer of a place by mail/letter which will also include an Acceptance Form and a copy of the school's Terms and Conditions. In order to secure a place we ask that the Acceptance form is completed and returned along with a £500 deposit, within a specified amount of time as stipulated by the Head teacher or Registrar. After such time, if we have not heard from the applicant, we assume that they are no longer interested and the place will become available to the next registered applicant. Where a place is not immediately available, registered applicants will be placed on a waiting list.

### **Entry into Years 1 – 6**

Following the tour of the school, if relevant, we invite the prospective pupil for an 'Experience Session' where they join their current year group for a few hours. For pupils looking for places in year 3 and above we do assess them for their verbal and non-verbal reasoning skills.

Younger pupils do some reading and simple writing exercises, or are observed through age-appropriate activities. After the 'Experience Session', if appropriate, we will make an offer of a place by email/letter which will also include an Acceptance Form and a copy of the school's Terms and Conditions. In order to secure a place we ask that the Acceptance form is completed and returned along with a £500 deposit, within a specified amount of time as stipulated by the Head teacher or Registrar. After such time, if we have not heard from the applicant, we assume that they are no longer interested and the place will become available to the next registered applicant. Where a place is not immediately available, registered applicants will be placed on a waiting list.

### Offers

Occasionally an offer may be withheld or withdrawn in the following circumstances:

- Where a pupil's previous school or nursery indicates that their behaviour was such that it may inhibit the learning of other pupils.
- Where we cannot adequately provide for a child whose learning difficulties or physical impairments are beyond the support that we are able to offer.

### Overseas Applicants

Please note that alternative admissions arrangements may, in some circumstances, be made for non-UK resident applicants.

### Demand for spaces

In circumstances where there are more applicants than spaces available places will be allocated on a first come first serve basis as per the waiting list with priority being given to those children with siblings or children of staff.

Signed:



Head Teacher: Rob Harmer

Person taking responsibility for monitoring Admissions Policy is: Rob Harmer