

St Margaret's Preparatory School



Admissions Policy

September 2016

Date Policy Reviewed	Policy Reviewed By	Reason/Outcome	Next Review Due
September 2016	Julie Last	Review	Sept 2017

Our Vision

- We want... every child to love coming to school and to love learning.
- We want... all children to feel secure and cared for.
- We believe... in teaching the whole child and finding exciting ways to enhance their learning experience so that when they leave St. Margaret's, they say what a fantastic school it is in every way.

And this is what we aim to do

- Provide a high quality education, where children can grow in knowledge and understanding.
- Equip all children with appropriate skills, attitudes and values.
- Create an environment where every child can fulfil their potential.
- Encourage every child to benefit from our caring staff and fine facilities.
- Enable every child to communicate with confidence in every situation.
- Treat every child with the highest standards of courtesy, loyalty, honesty and fairness, and expect the same from them in return.

We understand that choosing the right school for your child is one of the most important decisions you will ever make, so we are always happy to discuss the decision making process with you and to answer any questions you may have.

At St. Margaret's, we take great pride in the strong relationships we have with parents at our School. With our warm, family orientated environment we really are a 'Home from Home', and encourage our parents to talk to us whenever they feel the need.

Here, we have outlined the main aspects of our entry procedure, but do not hesitate to contact the Registrar who will be happy to assist if you have any queries. Please note that the Registrar is contactable throughout most of the school holidays as well as term time.

Initial Enquiry

We are always pleased to assist parents who would like to find out more about St. Margaret's so do contact the Registrar to request a prospectus, or to ask any questions about our admissions process that you may have. We know that starting a new school, or moving from one school to another, can sometimes be a daunting experience, so would like you to remember that no question to us is ever considered too small or insignificant.

Visiting the School

Following an initial enquiry, prospective parents would be invited to visit the school, to meet with the Headmaster and to take a guided tour. The tour offers visitors the opportunity to see the

school in action, see our school facilities and to meet our staff and pupils. After the tour, the Headmaster would be pleased to answer any questions in the privacy of his study.

Taster Sessions

After this initial visit, and once a child has been registered with us, prospective pupils are invited to spend a Taster Session or Taster Day in their current Year group.

- Early Years taster session – children joining the Nursery, Transition and those joining Reception in the following Autumn Term, will be invited to spend the morning with us, usually between 09:30 am and 11:30 am.
- Taster Days for Year 1 to Year 6 pupils – children spend the whole school day with us and take part in normal class activities. Lunch will be provided.
- Children joining St. Margaret's mid-way through the year in one of our current Reception classes will join us for a full day too.

School hours are 08:30 - 15:30 for Nursery, Transition, Reception and Pre-Prep, and 08:30 - 15:50 for Prep children.

Taster sessions enable prospective families to decide if St. Margaret's is the correct choice for them, and also allows the School to spend time with the pupils to get to know them, their academic ability and their learning styles.

St. Margaret's is a non-selective school, which means we do not ask children to sit entrance exams. For entry from Reception onwards, children will be given age-appropriate assessments during their Taster Session, to enable staff to measure their ability in class so ensuring a smooth transition on entry.

Following a successful Taster Session, the Headmaster will write to the prospective parents, officially offering their child a place at St. Margaret's. Upon receipt of the admissions paperwork and accompanying deposit to secure the place, the Registrar will then contact the parents to discuss a start date for their child.

Admissions Policy

Admission to St. Margaret's Preparatory School, from 2 years – 11 years of age, follows Ofsted Guidance of being fully inclusive. The following selection criteria will be used to allocate places in the relevant year groups:

- 1) Priority will be given to those pupils who are deemed to be suited academically to the type of education offered at St. Margaret's Preparatory School;
- 2) Places will normally be offered to siblings;
- 3) Where a child's social behaviour is affecting other children within his/her peer group, priority will be given to the needs of the majority.

Where we are oversubscribed for places, parents will be invited to apply for a place on the waiting list.

A Taster Session will be arranged, and some prospective pupils may be required to spend a second Taster Session in their prospective class, at the Headmaster's discretion.

If pupils are transferring from another school, a reference will be sought from that school.

These selection criteria will also apply to existing pupils.

On rare occasions, it may be necessary to refuse admission to the School, or transfer to the next year group, if the School considers that the form of education available is not suited to the individual in question.

Entry to St. Margaret's will not be dependent on race, religion or disability, but the contents of the Accessibility Policy should be considered.

In all cases, the Headmaster's decision on admissions is final.

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