

## St Margaret's Preparatory School



### Admissions Policy

**September 2018**

<b>Date Policy Reviewed</b>	<b>Policy Reviewed By</b>	<b>Reason/Outcome</b>	<b>Next Review Due</b>
September 2017	Julie Last	Review	Sept 2018
September 2018	Julie Last	Review	Sept 2019

### 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.

#### **1.0 Policy statement**

1.1 We welcome applications for admission from pupils of all backgrounds. This policy applies to all pupils, including those in our Early Years Foundation Stage. We admit pupils with an additional educational need and/or disability provided both parents and school conclude that we can provide appropriately for the child's specific needs.

#### **2.0 Enquiries**

2.1 All enquiries and applications should be made to the Registrar. The Registrar will ensure that you have all the information you need.

### 3.0 Visits

- 3.1 Prospective parents are encouraged to visit to see the school in action and to meet the Head. Every term there is an open day which is an opportunity to tour the school on an informal basis. Alternatively you might like to make an appointment for a personal tour. Please contact the Registrar to arrange this.

### 4.0 Registration

- 4.1 Following a visit, parents wishing to register their child should complete a Registration Form and return it with a payment for the registration fee. The registration fee covers the cost of administering the registration procedure, including the waiting lists and is non-refundable. Registration is an indication of interest and is not a guarantee of a place.
- 4.2 The school will respond by confirming that the child's name has been placed on the admission list for the relevant term and year. If the year group is fully subscribed, they will be placed on a waiting list. A place is confirmed once a formal offer has been made by the school and a deposit has been received in return.

### 5.0 Admission to Nursery

- 5.1 Children are welcomed into the Nursery from two years of age. No formal assessment of children is undertaken, but they will be invited to join us for a 'Stay and Play' session with their parent if they are under two, or, if they have already had their second birthday, for a 'taster session' which is usually two hours. Parents will be asked about their child's general development and any identified special educational needs prior to a place being offered. Places are not automatic, in some rare cases a place will not be offered if we judge that a child's development is below expectation or that they will not flourish in the environment we offer.

### 6.0 Taster days/Taster Sessions

- 6.1 We offer Taster Days/Taster Sessions as an opportunity for 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.
- 6.2 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.
- 6.3 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.
- 6.4 Children joining St. Margaret's mid-way through the year in one of our current Reception classes will join us for a full day.

### 7.0 Transition from Nursery to Reception

- 7.1 Transition from Nursery to Reception (age 4-5) is automatic. Children are assessed based on an ongoing observation of their learning and development.

### 8.0 Transition through year groups

- 8.1 It is anticipated that all pupils will transition through the school and reap the rewards of the education on offer. Should this prove not to be the case, parents will be informed of any concerns at the earliest opportunity and at the latest before the end of the Spring Term if there appears to be any reason why the pupil may be refused a place in the subsequent year groups. In rare cases it may be that a pupil's progress or behaviour means that transfer to the next stage of the school is not deemed appropriate.

### 9.0 Admission to other year groups

- 9.1 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 Day (see above), to enable staff to measure their ability in class so ensuring a smooth transition on entry.
- 9.2 Parents will be asked about their child's general development and any identified special educational needs prior to a place being offered. Places are not automatic, in some rare cases a place will not be offered if we judge that a child's development is below expectation or that they will not flourish in the environment we offer.
- 9.3 Overseas pupils may be required to undertake a language proficiency assessment before a place is offered. This includes a written assessment and may include an interview in person or via electronic media.

### 10.0 Allocation of places

- 10.1 In the event that the number of children registered for any year group exceeds the places available, the following procedure will be applied:
- Places will normally be offered to siblings
  - Places will be allocated based on the length of time the child has been registered
  - 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
- 10.2 For a child entering the Nursery, a child requiring a full time place will be given priority over a children requesting a part time place, provided sufficient sessions are available.
- 10.3 Places in Reception will be offered first to children who are currently in the Transition class of the Nursery, and then in order of priority as above.

### 11.0 Offer

- 11.1 Following a successful Taster Day/Session, the Headmaster will write to the prospective parents, officially offering their child a place at St. Margaret's. The prospective parents have three weeks in which to accept the offer of a place for their child/ren, after which time it may be offered to another family.
- 11.2 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.
- 11.3 The school will not be obliged to state its reasons for declining a request for admission.

### 12.0 Waiting list

- 12.1 If no place is available, parents may place their child's name on the waiting list for the school. The school cannot guarantee when a place may become available. Priority will be given based on the above criteria.

### 13.0 Appeal

- 13.1 There is no appeal process for admission to the school. The decision of the Headteacher is final.

### 14.0 False information

- 14.1 Where the school has made an offer of a place on the basis of a fraudulent or intentionally misleading application, which has effectively denied a place to a child with a stronger claim, the offer of a place will be withdrawn.

### **15.0 Overseas pupils/Pupils with English as an additional language**

- 15.1 We welcome pupils from a wide variety of cultural backgrounds, including overseas pupils and those with English as an additional language (EAL). Children entering the School must have an appropriate working knowledge of English and parents must be committed to supporting further English study at their cost, if necessary.
- 15.2 Overseas students are required to have a guardian who is resident in the UK and who can act on behalf of the parents, if required.

### **16.0 Equality**

- 16.1 The school pays due regard to the Equality Act 2010 and reasonable adjustments are made for pupils with special educational needs and/or disabilities.
- 16.2 Subject to our entry requirements being met, we welcome pupils with special educational needs or physical disabilities. We advise parents of children with special educational needs and/or physical disabilities to discuss their child's requirements with the school before registering for a place. This will enable the school to determine whether the school can make reasonable adjustments to ensure that the child can flourish as a learner. Where necessary, parents will be asked to provide a copy of an Educational Psychologist's report or a medical report and the school may need to discuss provision with external agencies. The cost of such reports is the responsibility of the parent. Where specific provision is required, parents may be asked to pay an additional charge to meet these needs (staffing and/or resources). In some cases, the school may receive funding from the local authority to provide additional support.

### **17.0 Admissions Register**

- 17.1 The school maintains an Admissions Register in line with regulatory requirements. See Admission, Attendance and Children Missing from Education Policy for further detail of statutory requirements.

## Admissions Policy

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<b>Ownership and consultation</b>	
Document sponsor (role)	Director of Education
Document author (name)	Simon Camby
Consultation – Oct 2016 (Original policy)	The following schools were consulted: Cumnor Boys School, Colchester High School, Clifton Lodge Prep School, Duncombe Prep School, Kings School, Kingscourt School, Meoncross School, and North Bridge House Senior School.
Consultation – May 2017 (Review)	The following schools were consulted as part of review: Akeley Junior, Kingscourt, Southbank Westminster, Meoncross, Downsends Ashtead Pre-Prep, Clifton Lodge Prep School.  Representative of Education Team – Robin Davies, ADE.

<b>Audience</b>	
Audience	Parents of pupils at Cognita schools  School staff

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England	Yes
Wales	Yes
Spain	No

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