



## Admissions

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This policy is also available to view in the school office or on the school website.

Admission to the school depends on the prospective pupil meeting the criteria required to maintain the educational and general standards for all its pupils as promoted by the school's ethos and stated aims. The decision on whether to admit a pupil is to be taken only by the Headmistress.

Normally, children progress through the school with their year group, but the school retains the right to refuse such progression if, in its view, the interests of the majority of the pupils in the age group would be adversely affected or if the school, in its judgment, could not sufficiently meet the needs of the individual child. In this instance, parents may be asked to withdraw the child from school.

The school must also feel reasonably sure that it will be able to educate and develop the prospective pupil to the best of his or her potential and in line with the general standards achieved by the pupil's peers so that there is every chance that the pupil will have a happy, complete and successful time at the school.

The school's policy is to apply these criteria to all pupils and potential pupils, regardless of any disability of which it is aware, subject to its obligations to make reasonable adjustments not to put any disabled pupil or potential pupil at a substantial disadvantage, compared to any pupil who is not disabled, because of his or her disability. The school asks parents to complete a form in respect of a prospective pupil and to advise the school if they become aware of any disability during his or her time at the school. In assessing any pupil or prospective pupil, the school may take such advice and require such assessments as it regards as appropriate. Subject to this, the school will be sensitive to any requests for confidentiality.

Children joining the Nursery are invited to attend a "pop-in" session with their parent or carer, followed by a further session, without parents, to assess their social maturity. Only after this session can the offer of a place be confirmed.

Children joining the school in Reception or Years 1-6 are invited for assessment to ensure that they will fit readily into the academic standard of the class or, with reasonable help, will do so. The assessment takes the form of a morning or day spent in the classroom with their peers to assess their academic standards in terms of the class they will be joining and their social maturity. Lunch is provided if children stay for the day.

Children joining at Key Stage 2 (Years 3 to 6) are normally given a test in English, Reasoning and Maths, in a relatively informal way in the classroom setting, followed by an interview with the Headmistress.

Entry to the school is usually in September at the start of the academic year but, subject to a place being available, children are also welcomed at other times.

We teach infant and junior children (5-11) in classes that normally have a maximum number of 20 children. [To date the only exception to this rule approved by the governors is a situation where there is an overlap of not more than one term between a pupil leaving and a replacement pupil joining.]

Subject to a successful assessment, and on confirmation by the Headmistress, an offer of a place is made and should be accepted in writing. An Acceptance Deposit, currently £250.00, is then payable, to be repaid when the child leaves the school. Once this is done, the following term's fees are due as per the conditions of the school. This deposit is also

payable for siblings, and is refunded when the child leaves the school. If, after a place is accepted and an acceptance deposit paid, the pupil fails to start at the School, then the acceptance deposit is not repaid.

We do not operate a free-standing Nursery class; it is seen as an integral part of the whole school and priority will be given when allocating places in our Nursery to those children who intend to continue through the school.