

ADMISSIONS POLICY (INCLUDING EYFS)

General

St Mary's is a highly successful Independent Day School, founded in 1908. It is a Company Limited by Guarantee and truly independent i.e. not part of a group. The pupils are aged 3-16 years (including Boys aged 3-4 years) and spread across a Lower and Senior School, which are located on two sites, approximately 3 miles apart and set in attractive surroundings.

Equality

The School is committed to providing equality of opportunity through the creation of an environment in which individuals are treated on the basis of their merits and abilities. All those being considered for admission will be treated equally, irrespective of their or their parent's race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, orientation, property, birth or other status.

At St. Mary's we have an 'open door' approach. The foundations for all learning are cemented by strong partnerships between home and School.

Entry Procedure

The School is divided into Kindergarten, Lower School and Senior School, each of which has its own admissions policy. However, there is a common procedure for all departments:

1. Once parents have contacted the School showing an interest in a place for their child, the Registrar will arrange a visit to the School.
2. Parents wishing to send their child to St Mary's School must register them by completing the School's Registration Form and pay a non-refundable Registration Fee of £50.
3. Once a place has been offered, parents are asked to confirm in writing and to pay an Entry Deposit in order to secure the place.
4. Once parents have formally accepted a place, they will be entering into a contract with the School and as such will be required to abide by its contractual Terms and Conditions. It is important that parents understand these and ask questions if they require clarification on any points.
5. Progress from Kindergarten to Lower School and Lower School to Senior School is not automatic. Consideration is given to academic attainment, behaviour and the School's ability to meet any additional needs.

In the event of a year group being over-subscribed, pupils are offered places according to the following criteria:

1. Pupils with siblings already in the School
2. Children of previous St Mary's pupils
3. Date of registration

The Principal reserves the right, to refuse entry to the School for any child.

Entry to Kindergarten

The Kindergarten admits children from the beginning of the term in which their third birthday falls. Parents are invited to view the Kindergarten by arranging an appointment via the Registrar. Once parents have decided that they would like their child to join the Kindergarten they are asked to complete the Kindergarten Registration Form, and pay a non-refundable Registration Fee of £50.

Once parents have accepted a place for their child, an Entry Deposit of £50 is payable by parents, which is returned as their child leaves the Kindergarten or it is transferred to the school if the child continues through.

When a child is ready to start Kindergarten, parent and child are invited to attend for a series of familiarisation sessions.

The school currently offers 15 hours per week Government funding. This commences the term following a child's third birthday.

Entry into Lower School

Registration Prep

Following a tour of the school, parents wishing for their child to join St Mary's School must register them by completing the Registration Form and paying the non-refundable Registration Fee of £50. The Entry Deposit of pupils at St Mary's Kindergarten are transferred to St Mary's School on their behalf.

Pupils are admitted at the beginning of the academic year in which they turn five. Places are formally offered to Pupils who are already registered at the beginning of the Spring Term and acceptance in writing must be received by the School, along with an Entry Deposit of £400.

Once the acceptance is confirmed, parents are invited to attend a meeting with their child's teacher in the Summer Term so that the School can begin to formulate her learning journey.

Years 1-6

1. Following a tour of the School with the Registrar and completed registration form, parents are asked to arrange for their child to attend School for a taster day to help them become familiar with the setting. Previous School reports are also required as well as academic levels.
2. Once it has been established that St Mary's is a School suited to the needs of the child, the Registrar writes to the parents confirming a place within the School.
3. If there are no places available at the time of registration, the child's name is placed on a waiting list and the parents are informed as soon as a place becomes available.

Entry into Senior School

Year 7

1. Pupils entering Year 7 are asked to register before the assessment date in November that precedes the September entry date (specific deadlines for each year are detailed in School admissions literature and on the School website).
2. The Year 7 Entry Assessment for all candidates takes place in November.
3. Interviews with the Principal are then held, along with further Scholarship interviews.
4. Places in Year 7 are offered on the basis of candidates' performance in the Year 7 Entry Assessment and interview and the report from the previous School.
5. Parents are asked to accept their child's place in writing. Parents of Pupils who do not attend St Mary's Lower School are required to pay the Entry Deposit of £400. The Entry Deposits of pupils at St Mary's Lower School are transferred to St Mary's Senior School on their behalf.

Years 8-10

As and when places become available, candidates are asked to take an Entry Assessment, attend for a trial day in School and to meet with the Principal prior to a place being offered. Parents are then asked to accept their child's place in writing and pay the Entry Deposit of £400.

There is no entry to the School from Year 10 onwards once the academic year has commenced.

Temporary entry into Lower and Senior School

Occasionally, and if space allows, pupils may be accepted into the School on a temporary basis. Candidates must fulfil all the entry requirements detailed above and follow the appropriate admissions process for the year of entry.

Pupils with SEND (Special Educational Needs and Disabilities)

Parents are required to disclose their knowledge of any disabilities, medical or health conditions, allergies, learning or behavioural difficulties including any Educational Health Care Plan (EHCP) relating to their child on registration,

Class Size

Class size is set at the discretion of the Principal based upon ensuring the optimum learning environment for all pupils, to enable them to fulfil their potential in line with the School's aims.

Reviewed/Approved: May 2020
Next review: Summer 2021