



St. Mary's College

Preparatory School

Admissions Policy

Date Written: August 2016
Reviewed: February 2023

St Mary's College Preparatory School – The Prep

Admissions Policy

(This policy includes EYFS Reception, KS1 and KS2)

This policy has been written in consultation with staff and governors of The Prep and with due regard to the school's mission statement:

Our Mission is to provide an independent Catholic education for boys and girls of all faiths aged 0-18; to provide individual challenge towards holistic and balanced development, service and achievement for life and beyond; and to try to show our Faith by the way we live, showing care and consideration for each other, those around us and the environment.

The school does not discriminate on the basis of race, disability, national or ethnic origin in its admission procedures

Although St Mary's College Prep is a Catholic school, pupils from other faiths are welcomed. However, all pupils and parents must support the religious ethos of the school. The school is sympathetic to other faiths and pupils are encouraged to celebrate diversity. The school follows the 'Come and See' religious education scheme which includes studies of other faiths

The school reserves the right to refuse admission, with or without explanation, where it feels that admission of a particular pupil may be detrimental to the interests of other pupils or the educational aims of the school. As a charitable body the School has a right to decide whether or not to enter into a contract with parents. It may at its discretion request;

- References from any previous educational establishment;
- Evidence of parental ability to meet the school's fees;
- Answers to specific questions which it considers relevant to a particular application;

when considering an application.

Procedure

Initial contact from prospective parents is often made as a result of advertising/open days/word of mouth and reputation. A telephone call or personal visit is recorded and a prospectus is sent out. It is always suggested that parents make an appointment for a tour of the school.

This tour is undertaken by the Headmaster. Following this an appointment is made for an assessment day for the child/children.

Admission Eligibility

Children can enter the school after they attain their fourth birthday. The school reserves the right to allow pupils admission to the school prior to their 4th birthday. Classes are arranged as follows:

Reception 4yrs+

Year I 5yrs+

Year 2	6yrs+
Year 3	7yrs+
Year 4	8yrs+
Year 5	9yrs+
Year 6	10yrs+

Admission is subject to an assessment day which will be used to confirm that the school appears to be able to meet a pupil's needs. This takes the form of a day visit arranged via the Headmaster. Following discussion with the class teacher the Headmaster will discuss the pupil's performance with the parents. If a place is offered this is conditional to a satisfactory report from the child's current school (not applicable to Reception age children) and, if the child is transferring from another independent school, ensuring that the parents have fulfilled all their contractual obligations. Sometimes a decision is deferred until the school is able to obtain further information.

It is of great importance that a parent informs the school, on the application form, if a prospective pupil has a disability under the Equality Act 2010 and thereby likely to require special assistance or reasonable adjustments under the Act.

The Headmaster confirms all decisions in writing and sends a Form of Acceptance to parents to be signed and returned with the appropriate deposit.

A place is not confirmed until a signed Form of Agreement has been received together with the deposit required.