

Admissions Policy

ADMISSIONS

St. Edmund's School operates a moderately selective policy for admissions and the intake is normally mixed-ability by nature.

NURSERY & PRE-PREP (NURSERY TO NC YEAR 2)

There is no formal assessment, interview or testing arrangement for entry into the Foundation Stage or Key Stage One. Children above the age of the Foundation Stage are invited to the school for a morning or a day's visit to allow them to familiarize themselves with the school's surroundings and to see for themselves what it might be like to be a pupil at the school. It is also important that the Headmaster can make a judgement whether or not a child is likely to benefit from the education on offer within the context of the school's stated aims, ethos and behaviour policy. In the event of an offer of a place not being made the Headmaster (or his appointed deputy) will make an explanation to the parents, in writing if requested, as to the reasons why it was felt that such an offer was not deemed appropriate. Additional policy information for entry to Nursery and Pre-Prep is available on request.

PREP SCHOOL AND SENIOR SECTION (NC Years 3 to 11)

Admission to the school from Year 3 onwards is conditional upon a successful assessment day, either on an individual or group basis. The assessment process will usually involve an informal interview, academic standardised testing and diagnostic screening. It is also important that the Headmaster can make a judgement whether or not a child is likely to benefit from the education on offer within the context of the school's stated aims, ethos and behaviour policy. In the event of an offer of a place not being made the Headmaster (or his appointed deputy) will make an explanation to the parents, in writing if requested, as to the reasons why it was felt that such an offer was not deemed appropriate.

REGISTRATION

Either before or shortly after a child visits the school for an assessment day parents must complete a registration form and return it with the required registration fee which is non-refundable. The school will then 'reserve' a place for the child. Such a place will be kept open for a short period of time until the parents submit a formal application form with the required deposit, or the parents relinquish the place, or the school withdraws the offer of a reserved place. The school reserves the right to require parents to make a firm decision regarding taking up a reserved place in order that other prospective pupils may be considered. Once a pupil has enrolled in the school the deposit will be held over until the end of the pupil's last term at the school and refunded subject to any and all financial obligations being met by the parents. This deposit is non-refundable in the event of the child not subsequently taking up the place as arranged. Should a child for whom a formal application has been received be withdrawn prior to starting at the school without a full term's written notice having been received the parents will be liable to a full term's fees in lieu of such notice.

ALLOCATION OF PLACES

Places are normally allocated on a first come, first served basis and at the discretion of the Headmaster or, in his absence, his appointed deputy. Where the number of applications exceeds the number of available places the school reserves the right to offer places to candidates based on the school's assessment of the qualities each individual child offers to the school. In the event of a year group being full, if the parents so wish and subject to a satisfactory pupil visit, the school will place a child on a waiting list.

SIBLINGS AND CHILDREN OF FORMER PUPILS AND STAFF

The Headmaster will, whenever possible and subject to availability, give preference to siblings of pupils already at the school, to children of current staff and to children of former pupils and members of staff provided that those parents have indicated on the registration form that this is the case.

FEES IN LIEU OF NOTICE

Should a child be withdrawn from the school without a full term's written notice having been received by the school, the parents will be liable to a full term's fees in lieu of such notice. For the avoidance of doubt, a full term's written notice of withdrawal must be given before the start of the term at the end of, or during, which the pupil will leave.

DISABILITY

The school encourages applications on behalf of children with a disability and will consider carefully whether enrolling the child would be appropriate and in the child's best overall interests having regard to the level of care required, the practicalities of making any particular and reasonable adjustments, the available resources and, where relevant, any health and safety issues.

The school notifies the local authority when it adds or removes pupils from the register at non-standard times.

Reviewed: November 2017

Next review: November 2018