



Our Lady's Preparatory School and Day Nursery

Admissions Policy

Background to the Policy

Our Lady's School and Nursery does not select or admit children based on their ability. There are systems and structures in place that are designed to help children of all abilities develop and achieve their potential.

Ages for Admittance

Children may be admitted to:

- **Nursery** from 3 Months up to 4 Years old at any time during the year, if places are available. Once a place is accepted, children are invited to the Nursery for taster sessions in order for them to familiarise themselves with the setting and what it has to offer.
- **School Reception Class** in the September following their 4th birthday. Entry to the Pre-Prep is non-selective. Children are invited to the school for a visit to familiarise themselves with the school's surroundings and see for themselves what it is like to be a pupil at Our Lady's.
- **School Years 1 – 6** as required and only if places are available.

In essence, Our Lady's Preparatory School is a non-selective, independent and co-educational school that welcomes applications from all social and cultural backgrounds for children who will benefit from the education that Our Lady's has to offer and who will fully partake and contribute to the wider life of the school.

All prospective pupils will be offered the chance to attend a "taster" day, if required, in order to experience what the school has to offer.

Registration for a Place at Our Lady's

All children seeking a place at Our Lady's Preparatory School and Nursery should be registered for a place.

A parent or guardian should complete the school registration form to this end. The completed form should be submitted to the Headteacher via the School Office, together with the stated registration fee and deposit.

Registrations forms are available from the school office and also from part of the "Information Pack" that parents receive when they visit the School/Nursery.

Allocation of School Places

Places are allocated to children as follows:

- **General Admission:** The Headteacher and/or Deputy Headteacher will meet all children prior to entry to the School. Children will be interviewed informally and reports from previous schools will be obtained if applicable and/or deemed necessary. The Headteacher and/or Deputy Headteacher may also contact previous schools for further information.
- **Nursery:** upon registration, places can be taken up, if available, or reserved for future admission.
- **Reception Class:** places can be reserved, if available, upon registration or reserved for future admission.
- **Years 1-6:** places can be taken up, if available, upon registration or reserved for future admission.

All available school places will be allocated in order of registration date on a "first come, first served" basis.

School Class Sizes

From Reception Class up through the school to Year 6, there is a commitment from Our Lady's Preparatory School to maintaining small class sizes, as this is part of the school ethos.

The Nursery has more flexibility in terms of the numbers of children that can be accommodated safely and effectively, with additional staff being employed, if necessary, in accordance with Our Lady's Safer Recruiting Policy.

Waiting Lists

Children who cannot be allocated places immediately will be placed on a waiting list.

The waiting list will be maintained in strictly chronological order based on the date that the School Office received the completed applicable registration form.

A waiting fee is required in order to hold a place on the waiting list. In the event that a place becomes available, the school will contact parents to offer a place, with this waiting being applied as a deposit for the length of time the child remains at Our Lady's.

Any waiting fee / deposit held by the School is refunded when the pupil leaves Our Lady's.

Parents / guardians should be aware that the deposit is non-refundable in the event of the child not subsequently taking up a place once offered by Our Lady's.

Admission to the School

Admission of a child to Our Lady's School is subject to the Headteacher's approval.

The Headteacher and Board of Trustees of Our Lady's reserve the right to require parents to remove permanently a child from the School, if the Headteacher considers, in his/her absolute discretion, that the child's attendance, progress or behaviour (including behaviour outside school) is seriously unacceptable and if, in the reasonable opinion of the Head, the removal of a child is in the School's best interests, or those of that child or other children.

Disability

Under its Admissions Policy, the School will diligently consider any application on behalf of children with a disability. It will consider carefully whether enrolling a child would be in the child's best overall interests, with due regard to the level of care required, the practicalities of making any specific and "reasonable adjustments" to the School (and its buildings and facilities), the available resources and with regard to any broader health and safety issues.

Parents, who fail to advise the School of any medical, special educational or physical needs as part of the initial application / registration process, may subsequently put their child's place in school at risk.

This policy has been updated in March 2016 to account for ISA Guidance on the approach schools should consider taking with regards to "reasonable adjustments" in respect of applications from children who have a disability. This section of the Admissions Policy should be read in conjunction with the Special Educational Needs and Disability (SEND) Policy and the SEND Accessibility Plan.

In terms of applying its Admissions Policy for those children with Special Educational Needs and/or a disability, the school promises never to act in a discriminatory way. In line with this, the school will endeavour to make "reasonable adjustments" where practicable and affordable to do so with regards to admitting such pupils and meetings regarding such matters will be minuted and retained in the school office. However, it is important to note

that all schools must ensure that they only admit children for whom they can cater and where the school can act in the best interests of the child(ren).

Monitoring & review

The School will review this Policy every two years and any guidance or advice published by the DfE, ISI and/or other relevant bodies will be monitored on an ongoing basis, in the event that ad-hoc amendments or revisions are appropriate outside of this timeframe.

Reviewed: March 2016

Signed:

A handwritten signature in cursive script that reads "Helene Robinson".

**Helene Robinson
Headteacher**

To be reviewed: 24 months from "Reviewed" date