



Our Lady's Preparatory School and Day Nursery

Admissions Policy 2.1

Background to the Policy

Our Lady's School and Nursery ensures that there are systems and structures in place designed to help children of all abilities develop and achieve their potential.

All reasonable adjustments are made to accommodate pupils with disabilities and to comply with our responsibilities under the Disability Discrimination Act 1995 (as amended by the Special Educational Needs and Disability Act 2001) and the Equality Act 2010. We are a Faith School, but welcome students from all faiths into our community and actively celebrate diversity.

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. 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.

Equal Access and Non-Discrimination

The School welcomes applications from children of all backgrounds. Admissions decisions are made on the basis of the School's published admissions criteria and the School will not unlawfully discriminate on the grounds of any protected characteristic as defined by the Equality Act 2010.

The School is committed to promoting equality, diversity and inclusion and will consider reasonable adjustments for prospective pupils with a disability or special educational need.

Our Lady's Preparatory School is a Roman Catholic, independent and co-educational school that welcomes applications from all 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 Head via the School Office, together with the stated registration fee and deposit.

Registrations forms are available from the school office and also form 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:

Information Required During the Admissions Process

As part of the admissions process, parents are expected to disclose information relevant to their child's educational, medical, pastoral, behavioural and safeguarding history. This enables the School to consider whether it can meet the child's needs appropriately, safely and effectively.

The School may seek information from previous schools, educational settings and relevant professionals where appropriate and with due regard to data protection requirements.

General Admission: The Head and/or Deputy Head 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 Head and/or Deputy Head may also contact previous schools for further information.

Nursery: upon registration, places can be taken up, if available, or reserved for future admission.

School: All parents who wish to submit an application must be fully supportive of the Catholic nature and ethos of Our Lady’s Prep School.

As a Catholic school, priority may be given to Roman Catholic applicants where places are limited. However, applications from children of all faiths and none are welcomed and considered in accordance with the School's published admissions criteria.

Subject to fulfilling entrance requirements, places will first be offered to children who are Roman Catholic. Then, pupils will be offered a place subject to the following criteria:

- Children who have a sibling in the school
- Children of staff members already in Pre-School or Nursery for 9 months or more prior to starting in Reception
- Other internal applicants
- Children who are external applicants in chronological order of date of application

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.

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 Recruitment Policy.

Waiting Lists

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

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.

Continued attendance at the school

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

The Head and Board of Trustees of Our Lady's reserve the right to require parents to remove permanently a child from the School. If, following careful consideration of all relevant circumstances, the Head reasonably concludes 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.

Parents who wish to raise concerns regarding a decision relating to admission or continued attendance may do so in writing to the Head.

If parents remain dissatisfied following the Head's response, they may refer the matter in writing to the Chair of Trustees. The outcome of the review will be communicated in writing following consideration of the circumstances and relevant information.

Disability

The School considers all applications individually. Where a child has special educational needs and/or a disability, the School will work closely with parents and relevant professionals to determine whether the School can meet the child's needs and make any reasonable adjustments required. Admission decisions will always be made in the best interests of the child, taking account of the child's needs, the support required and the School's ability to provide an appropriate education and safeguard the wellbeing of all pupils.

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.

The School encourages parents to provide all relevant professional reports and supporting information at the earliest opportunity so that any support requirements can be fully considered as part of the admissions process.

Early disclosure helps ensure that appropriate provision, reasonable adjustments and support arrangements can be considered prior to admission.

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 which can be requested from the School.

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).*

Parents are requested to contact the School to discuss their child’s special needs prior to application and to provide the School with any specialist reports pertaining to their child’s SEND. Access arrangements will be provided for the entrance exam where appropriate; the special need must be verified by a medical specialist or Educational Psychologist’s report.

Admission Register procedures

Our Lady’s follows the requirements of Working Together to Improve School Attendance (July 2026), WTtISA, in respect of its Admission Register.

WTtISA requires schools to record the personal details of every pupil at the school in the admission Register and must include the following information for every pupil:

- full name;
- name the pupil uses at school;
- sex;
- address;
- the full name and address of each of the pupil’s parents;
- which of the pupil’s parents, if any, the pupil normally lives with and at least one telephone number by which each such parent can be contacted in an emergency. The DfE’s advice is that where reasonably practicable, schools should hold an emergency contact number for more than one person for each pupil;
- day, month and year of birth;
- day, month and year of the pupil’s starting day at the school;
- name and address of the last school the pupil attended, if any.

WTtISA also emphasises that it is vital that the admission register is kept up to date. It is therefore critical that parents fulfil their obligation to inform the school of any changes whenever they occur so that the admission register is amended as soon as possible.

Admissions Register information is kept for six years.

New and Leaving Pupils

It is important that records are kept up-to-date for reasons of pupil welfare and safeguarding of accurate records. This affects both pupils at our school and ensures accurate sharing of information between schools.

The School notifies the local authority when we remove or add a pupil's name to the admissions register at non-standard transitions.

The School fulfils its safeguarding duty by ensuring that relevant child protection; safeguarding; pastoral concerns; SEND files are passed on to any subsequent school/college on behalf of a pupil who leaves.

Similarly, a formal request is made to any school where a pupil joins the School at any age for Child Protection; Safeguarding; pastoral concerns information, as well as SEND information.

Monitoring & Review

The School will review this Policy every year 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.

Equal Opportunities

The School Admissions Policy is aligned with the Equality Act on protected characteristics when reviewing admissions to the School and Nursery. The Equality Act 2010 covers discrimination because of gender, age, marriage and civil partnership, pregnancy and maternity, race, religion or belief, linguistic or cultural background, gender reassignment, SEN, disability and sexual orientation. These categories are known in the Act as 'protected characteristics'.

Reviewed: 1 September 2026

Signed:



**Mr D Boynes
Acting Head**

To be reviewed: 12 months from "Reviewed" date