

## ADMISSIONS POLICY

Main admission to St Margaret's is in the September immediately following the child's 3<sup>rd</sup> birthday via the Kindergarten. Entry at other times is subject to availability.

The Early Years Foundation Stage comprises a Kindergarten class with a maximum of 24 children and two Reception classes with a maximum of 16 children in each. The school aims to have an optimum number of 18 children in each class throughout Key Stage 1 (Years 1 and 2) and Key Stage 2 classes (Years 3-6).

The school is non-selective. However, it is not able to cater for the needs of children with significant learning difficulties.

[Admission for all children is achieved purely on date of registration.](#) Parents should visit the school and, subject to the agreement of the Headmistress that the school is able to cater for the child's educational, physical and emotional needs, they may then wish to make an *Application for Vacancy* or, if applicable, follow our procedures for Community Bursaries (please refer to the Community Bursary section on the website). The application form and appropriate fee should then be returned to the secretary who will place the child's name on the class list for entry in the correct year.

If all spaces are taken within a particular age group, the child's name will be placed on a waiting list.

Parents who submit an *Application for Vacancy* will be advised, by return, as to whether they have a guaranteed or waiting list place.

Parents who reserve places in advance will be contacted by the school approximately two terms prior to the anticipated joining date. They will then be asked to make a firm commitment by a given date, as to whether or not they wish to accept the place for their child (*Registration Form*). If they wish to proceed they are required to make a financial commitment of a specific amount.

Places which are not taken up at this time will then be made available to children on the waiting list.

[Waiting list places](#) are offered in strict rotation according to the date of registration, following the same procedure as above.

If a guaranteed or waiting list place is refused, the child's name will be moved to the bottom of the list and then proceed back up the list in the normal way. Alternatively, names will, at the parents' request, be removed from the list.

St Margaret's Preparatory School will have full regard for applicant's wishes at all times and every effort will be made to meet their needs and requirements. This document clearly defines our admissions procedure and it is recognised by the school at all times.