

## ADMISSIONS PROCEDURE

There are presently fourteen classes in the school. 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. There are four classes at KS1 and seven at KS2 with an optimum number of 18 children in each class.

The main admission to the school 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 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. (See Appendix 1) 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.

## **APPENDIX 1**

### **ST MARGARET'S COMMUNITY BURSARY AWARD**

St Margaret's is delighted to be able to offer means-tested Community Bursaries for local children, on an annual basis. The school's intention is to extend the education opportunities to the wider community and to those children who show academic promise, but whose families have limited financial means.

As children will be required to sit a formal assessment, bursaries will apply to children either entering, or currently in, Key Stage 2 (Years 3-6) in the year of the award. Each application will be means-tested and individually assessed based on specific criteria. Therefore, depending on circumstances, some families may receive a full 100% award and some may receive a percentage reduction on the fees. Up to the value of two 100% awards are available annually.

Applications for September 2011 will be considered in the Spring of 2011. Families interested in applying for a Community Bursary should complete a 'Statement of Financial Circumstances' form to support their application for a Bursary Award. This helps us to determine eligibility and the level of potential funding. Children will then be invited to sit the formal assessment.

An indication of the timeframe of the 2011 Community Bursary assessment process is as follows:

From January 2011	Request for Bursary applications
Monday 7 March 2011	Completion and return of applications
Friday 18 March 2011	Applicants to be informed of funding eligibility
Wednesday 4 May 2011	Academic Assessment Day

To discuss the Bursary in more detail or to obtain an information pack, please contact 01249 857220 or email [office@stmargaretsprep.org.uk](mailto:office@stmargaretsprep.org.uk)