

## 5.1 - ADMISSIONS PROCEDURE

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This is the admissions procedure for all children including those in the Early years Foundation Stage

1. **Initial enquiries** are normally by telephone or Email.
2. **Information and or visit is requested** and the following information collected:
  - Date of enquiry
  - Name
  - Address (only when Prospectus to be sent out)
  - Telephone number / e mail
  - Name of children
  - Dates of birth

2. **The prospectus** (including supplementary information) is sent out prior to any visit to the School when requested. Some parents prefer to use the online prospectus and others prefer to pick up the information when the visit is made.

3. **Tours of the School** are arranged by the Registrar or the School Office and are usually conducted by the Headmaster & his wife, who like to meet all prospective parents. The School does not run Open Days.

4. **Registration** - If the parents wish to proceed with their application for their child after the tour, parents are asked to complete an Entry Form and send a Registration Fee of £75. This is not a guarantee that a place will be available, merely the mechanics by which a child is put on the waiting list for Entry.

5. **Taster Day and assessment** – All children from Year 1 upwards are invited to attend a Taster Day which is designed to be a two-way process. All children take part in lessons and their contribution to the class and social interaction is assessed by the teacher. In addition, we will carry out some assessments depending on the age of the child. In the afternoon, parents will either meet the Head of the Pre-Prep or the Headmaster or Deputy Head (Academic) for a debrief of how the day went after which point a verbal offer may be made. Pupils may be unable to attend a Taster Day (normally because of distance) and in these circumstances, their last School report is sought and then liaison between the schools can take place prior to an offer being made.

If a child has an Educational Psychologists report or other relevant report (Occupational Therapist/ Paediatric Consultant) then the School will ask for a copy in advance of any Taster Day being arranged.

Where there is concern as to whether the child is suitable for entry the school will request that (s)he spends some more time at the school to assess the child's abilities (see Equal opportunities policy & Accessibility Plans). With the parents' approval the School may contact the child's previous school for a reference.

The school is selective on entry to ensure that applicant children are at least within the same range of ability as pupils already on roll and to identify in advance any likely additional help a child might need and forewarn the parents of such.

**6. The Stanley Harris Scholarship** programme allows for children who might otherwise be unable to attend Saint Ronan's to be considered for an award and means tested place. Details can be obtained by speaking to the Registrar.

**7. Acceptance-** If the child is offered a place, then additional forms (Acceptance Form, and Terms and Conditions) will be sent out by the Registrar formalising the Entry to the School.

**8. Liaison with the previous school.** Other than in cases where earlier communication has been specifically requested by the School and granted by parents, the Headmaster will write to the Head of the transferring school following the offer of a place. This conversation will seek clarification re academic levels and other relevant issues such as the appropriate notice period having been provided.

**8. Keeping in contact -** The School Registrar maintains a list of all those registered for the School and those on the waiting list. It is her responsibility to maintain the lists and monitor the available places.

Each Summer we have induction evenings to help parents appreciate what lies ahead for their children in the next academic year. New parents are invited to attend these meetings.

Many children have a further stay in the term prior to them joining - this is to ensure they are placed in the correct class and also gives them the opportunity to meet staff and fellow pupils.

**9. Deposits-** A refundable deposit of £750 is paid when the Acceptance Form is signed and this is refunded in the child's final term. This is detailed in the Terms and Conditions.

## **10. Admissions Register**

An Admissions Register is kept on the iSAMS system with the following pupil details:

Name of pupil

Gender

Name and address of all parents/guardians and one telephone number

Date of birth

Date of admission/re-admission

Name and address of last school

**11. Transfer of School files** (where applicable) and Safeguarding Files is done after the transferring school has off rolled the pupil and prior to the pupil starting at Saint Ronan's.