



# ST PETER'S

PREPARATORY SCHOOL

## Admissions Policy

Updated on 22 January 2025

by Rachel Jupp

(Director of Admissions & Marketing)

Approved by Head: *Charlotte P. Jones*

Date: 22 January 2025

*This policy is applicable to all pupils, including those in the EYFS.*

### **Enquiry**

Following a parent's initial enquiry, an appointment is made to visit the school and information is sent by either the Director of Admissions & Marketing or the Admissions & Marketing Officer.

### **Tour**

After the tour and upon receipt of a completed registration form and payment of the registration fee, a taster day will be arranged for children joining Reception and above. Parents are asked to provide the most recent report from their child's current school and proof of their child's date of birth.

### **The taster day**

Each child is given a pupil guardian for their taster day. During the taster day the pupil will be met by the Director of Admissions & Marketing or the Admissions & Marketing Officer and taken to the appropriate classroom to be introduced to the teacher and guardian(s). The pupil takes part in all planned curriculum opportunities.

Form tutors are responsible for the completion of the St Peter's feedback form and they return it to the Head to feedback to parents and make an offer where appropriate.

In the event that the school is precluded from offering an on-site taster day (e.g. whilst operating under a pandemic such as coronavirus), then a virtual taster day will be arranged instead.

### **Offer of a place**

Entry is at the discretion of the Head, following an interview with the parents and consideration of the pupil on their taster day. She may also wish to speak to your child's current school.

A formal offer of a place will be made on the successful completion of a taster day and a parent contract will be issued.

### **Acceptance of a place**

Children may be accepted at any time during the term on condition that space is available.

In the event of the offer of a place in the School, the parents will be given a maximum of one week (five working days) to return the signed acceptance form and to pay the deposit. After this time the offer of the place shall be withdrawn and the place offered to another family. Parents may re-register (at no cost), taking a new place at the bottom of the waiting list should it be open.

A pupil's place is only confirmed upon receipt of their deposit and their signed acceptance form.

### **Waiting lists**

The school operates waiting lists for year groups which are full. When there are no places available, a child's name may be added to the waiting list upon receipt of a completed registration form and subject to a good reference from their previous school. Payment of the registration fee is only requested when a child reaches first place on the waiting list.

### **Transition from Nursery to Reception**

By virtue of the fact that some Nursery children attend part-time, our Nursery can have more children on roll than we have space for in our two Reception classes. Consequently, we recommend that parents who wish their child to move into our Reception pay both the Nursery and Reception deposits when they return their signed acceptance form. This will guarantee a child's place in Reception.

If only the Nursery deposit is paid, then we cannot guarantee that a child will be able to move into our Reception.

### **Special educational needs and/or disability**

St Peter's Preparatory School does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with special educational needs and/or disabilities, provided that our Learning Success Department can offer them the support that they require with reasonable adjustments. We also welcome pupils with physical disabilities, provided that we can cater for any additional needs and, with reasonable adjustments, our site can accommodate them. We aim to ensure that all our pupils, including those with special educational needs and/or disabilities, are provided with a safe and inclusive environment in which to learn.

We strongly request that parents of children with special educational needs and/or disabilities discuss their child's requirements with the School before registration so that the School can make adequate provision and reasonable adjustments both during a taster day and if/when accepted onto roll. Parents will be asked to provide a copy of an Educational Psychologist's report, a medical report and Education Health Care Plan (EHCP) including details of finances, where applicable. Parents will be invited to a meeting with the Head of Learning Success prior to a taster day.

The School will discuss thoroughly with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if they become a pupil at the School to ensure that the prospective pupil is not put at a substantial disadvantage compared to a pupil who is not disadvantaged because of a special educational need and/or disability. If a place is offered and accepted, there will be a transition meeting in the term before they start school and thereafter in the Spring Term on an annual basis to discuss needs and reasonable adjustments moving forward, and if the School is the best placement to meet the pupil's needs.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's special educational need and/or disability. For example, if, despite reasonable adjustments, we feel that a prospective pupil is not going to be able to access the education offered, or that their health and safety or that of other pupils or staff may be put at risk even with reasonable adjustments, we reserve the right to decline to offer a place at the School.

Where a prospective pupil has special educational needs and/or disabilities, the Head of Learning Success will share relevant information with staff and put a plan in place for the Taster Day to ensure that needs are understood and reasonable adjustments are made for the day. For prospective pupils with high needs, this may include visiting the prospective pupil in their current setting to ensure that St Peter's would be a suitable setting for them. Observations during the Taster Day will be included in the feedback meeting.

### **Registration fees & Deposits**

Registration fee	£150 (non-returnable one off fee)
Deposit for Nursery	£250 (refundable)
Deposit for Reception if Nursery deposit has already been paid	£250 (refundable)
Deposit for Reception to Year 8 place	£500 (refundable)

*Deposits are refunded at the end of the last term, less any amount owing to the school. The deposit is non-refundable if a confirmed place is not taken up.*