



## ST MARGARET'S PREP CALNE

### **Admissions Policy**

#### **'Every Child Has The Right To An Education'**

The main admission to the school is from the child's 3<sup>rd</sup> birthday via the Kindergarten. Entry at other times is subject to availability.

St Margaret's is non-selective. However, we are not able to cater for the needs of children with significant behavioural or learning difficulties.

Parents should visit the school and, subject to the agreement of the Headmaster that the school is able to cater for their child's educational, physical and emotional needs, they may then wish to register their child or, if applicable, follow our procedures for Community or Military Bursaries. (See Appendix 1). The Registration Form and appropriate fee should then be returned to the Marketing & Admissions Manager who will place the child's name on the class list for entry in the correct term/year.

Parents who submit a Registration Form will be advised, by return, as to whether they have a place on the admissions register or a waiting list place.

Parents 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 a conditional place for their child (Acceptance 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 if there is a waiting list.

The final offer of a place is conditional upon the child attending Taster Days at St Margaret's. Older children (entering Year 3 and above) are also asked to sit a Skills Assessment and to meet the Headmaster.

Deferral of a place may be made for up to one academic year. In year groups which are reaching capacity, following receipt of the Acceptance Form and fee, a place cannot be held open for more than one term from the original start date.

If there is a waiting list for the year group, families wishing to defer a place are asked to confirm their child's conditional place by completing the Acceptance Form and fee payment. Additionally, a payment of 50% of the termly fee at the prevailing rate will be required in order to guarantee the place is held open for one term.

Waiting list places are offered in strict rotation according to the date of registration.

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.

LB/SH Sept 2019

#### Review

**This policy will be reviewed at least annually by the Marketing & Admissions Manager and the Senior Leadership Team.**

#### Effective Date

**This policy was last reviewed in September 2019**

#### Approved by Governors

**November 2019**

## **APPENDIX 1**

### **ST MARGARET'S COMMUNITY AND MILITARY BURSARY AWARDS**

St Margaret's is delighted to be able to offer means-tested Community Bursaries for local children. Our intention is to extend our education opportunities to the wider community and to those children who show academic promise and demonstrate competency in the high-ability range, but whose families have limited financial means.

As children will be required to successfully complete a range of assessments which measure underlying skills, English and Maths, we believe that the Bursaries should apply to children either entering, or currently in, the Prep Department (Years 3-6) in the year of the award. Each application will be means-tested and individually assessed based on specific criteria.

Additionally, we are also delighted to offer Bursaries of 20% fee reduction for H.M. Forces Personnel (or Reservists on full-time duties) with children in Year 1 and above. Awards in excess of 20% may be made but this will be on a means tested basis.

Community or H.M. Forces funding may be applied for at any time of the year and the Bursary would commence from the term following the confirmation of funding. Funding is allocated from the start of an academic year, and therefore there may not be sufficient funding available to support applications later in the year.

Families interested in applying for a Community Bursary or an H.M. Forces 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.

Depending on family circumstances, children may start at St Margaret's at the beginning of the autumn, spring or summer term.

To discuss the Bursary process in more detail or to obtain an information pack, please contact the Marketing & Admissions Manager, Mrs Simone Hughes on 01249 857379 or email [hughess@stmargaretsprep.org.uk](mailto:hughess@stmargaretsprep.org.uk)