



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 3rd 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 and learning difficulties.

Parents should visit the school and, subject to the agreement of the Headmaster 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 or Military Bursaries. (See Appendix 1). The application 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.

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 place on the admissions register or a waiting list place.

St Margaret's is not able to hold places open indefinitely. Therefore, in year groups which are reaching capacity, a place cannot be held open for more than one term. Places for registrations which are more than one term in advance of the required year of entry or deferred registrations, will be subject to availability.

Alternatively, if families wish to hold a place in advance of one term (subject to the conditions of the admissions process, see below), we ask parents to confirm their child's conditional place (subject to an acceptance fee) and pay 50% of the termly fee at the prevailing rate from the time they wish to hold the place.

Parents registering their children for Kindergarten or Reception classes may apply more than one year in advance.

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 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 on the 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.

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.

LB/SH May 2021

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 May 2021

Approved by Governors

June 21

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 means-tested Bursaries of up to 20% fee reduction for H.M. Forces Personnel (or Reservists on full-time duties) with children in Year 1 and above.

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.

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

Applications received between: Beginning June - end October	Children eligible to start the following spring term
Applications received between: Beginning November – end February	Children eligible to start the following summer term
Applications received between: Beginning March – end May	Children eligible to start the following autumn 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