



## **Admissions Policy**

### **Admissions**

St. Edmund's School operates a moderately selective policy for admissions and the intake is normally mixed-ability by nature.

### **Nursery & Pre-Prep (Nursery to NC Year 2)**

There is no formal assessment, interview or testing arrangement for entry into the Foundation Stage or Key Stage One. Children above the age of the Foundation Stage are invited to the school for a morning or a day's visit to allow them to familiarise themselves with the school's surroundings and to see for themselves what it might be like to be a pupil at the school. It is also important that the Headmaster can make a judgement whether or not a child is likely to benefit from the education on offer within the context of the school's stated aims, ethos and behaviour policy. In the event of an offer of a place not being made an explanation will be given to the parents in writing if requested, as to the reasons why it was felt that such an offer was not deemed appropriate. Additional policy information for entry to Nursery and Pre-Prep is available on request.

### **Prep School and Senior Section (NC Years 3 to 11)**

Admission to the school from Year 3 onwards is conditional upon a successful assessment visit, either on an individual or group basis, as well as receipt of a suitable reference from the child's current school. The assessment process will usually involve an informal interview, academic standardised testing and diagnostic screening. It is also important that the Headmaster can make a judgement whether or not a child is likely to benefit from the education on offer within the context of the school's stated aims, ethos and behaviour policy. In the event of an offer of a place not being made an explanation will be given to the parents in writing if requested, as to the reasons why it was felt that such an offer was not deemed appropriate.

### **Registration**

Either before, or shortly after a child visits the school for an assessment day parents must complete a registration form and return it with the required registration fee which is non-refundable. The school will then 'reserve' a place for the child. Such a place will be kept open for a short period of time until the parents submit a formal Parent Contract with the required deposit, or the parents relinquish the place, or the school withdraws the offer of a reserved place. The school reserves the

right to require parents to make a firm decision regarding taking up a reserved place in order that other prospective pupils may be considered. Once a pupil has enrolled in the school, the deposit will be held over until the end of the pupil's last term at the school and refunded subject to any and all financial obligations being met by the parents. This deposit is non-refundable in the event of the child not subsequently taking up the place as arranged. Should a child for whom a formal application has been received be withdrawn prior to starting at the school without a full term's written notice having been received, the parents will be liable to a full term's fees in lieu of such notice.

Non-disclosure of any relevant SEN or safeguarding information at the point of registration may result in any offers of places subsequently being withdrawn.

## **Allocation Of Places**

Places are normally allocated on a first come, first served basis and at the discretion of the Headmaster or, in his absence, his appointed deputy. Where the number of applications exceeds the number of available places, the school reserves the right to offer places to candidates based on the school's assessment of the qualities each individual child offers to the school. In the event of a year group being full, if the parents so wish and subject to a satisfactory pupil visit, the school will place a child on a waiting list.

Please note that the offer of a place at St. Edmund's is subject to review at several different entry points within the School. Pupils are re-assessed at these entry points as they move up through the school and with this, a review of whether it is in the individual's best interest to continue school life at St. Edmund's is also considered. This is in accordance with our Parent Contract (see Clause 8.2) which states that *the School shall not be obliged to permit your child to enter the Senior School unless satisfied that it is appropriate to do so having regard to his or her academic attainments and all other relevant circumstances.*

Please be aware that an annual review of progress may also be made, which aims to assess attitudes towards learning and looks at how an individual is performing in other areas of school life at St. Edmund's. If a need for review is recognised, parents would be given as much notice as possible and the School would endeavour to work with parents to aid the situation accordingly. In the event that a review highlights significant grounds for withdrawing of a pupil at the School, St. Edmund's will aim to provide as much notice as possible to the relevant parties.

## **Special Educational Needs and Disabilities**

St. Edmund's School is committed to equal opportunities and provides education to a mixed-ability cohort of pupils. Applicants with special educational needs and/or disabilities are welcome to apply. Parents are required to notify the Registrar about any special educational needs or disabilities at the point of registration and supply all supporting documentation, including educational psychologist reports, both current and historical alongside the registration form.

The Registrar will liaise with the School's SENCO throughout the Admissions process to enable careful consideration of the applicant. Please note that St. Edmund's School will consider all

applicants with special educational needs and disabilities in reference to whether the School is able to both accommodate and meet individual needs, and whether the applicant meets a range of other requirements, which deem to show if an applicant would suit school life at St. Edmund's.

### **Siblings and Children of Former Pupils and Staff**

The Headmaster will, whenever possible and subject to availability, give preference to siblings of pupils already at the school, to children of current staff and to children of former pupils and members of staff provided that those parents have indicated on the registration form that this is the case.

### **Fees In Lieu Of Notice**

Should a child be withdrawn from the school without a full term's written notice having been received by the school, the parents will be liable to a full term's fees in lieu of such notice. For the avoidance of doubt, a full term's written notice of withdrawal must be given before the start of the term at the end of, or during, which the pupil will leave.

ABT – April 2024