

ST. MARY'S SCHOOL, HAMPSTEAD

ADMISSIONS POLICY

2011-2012



Original: 2006
Revised by: Senior Leadership Team 2007/8/9/10/11
Review Date: August 2012

St Mary's School, Hampstead
NW3 6PG

Admissions Policy

MISSION STATEMENT

St Mary's School seeks to provide an education firmly founded on Christ and the Catholic faith.

Spiritual and moral principles are nurtured in a way that is reflected in daily life.

Within a happy and caring environment and based on the recognition of the dignity and worth of every child, high standards are expected and pursued. Intellectual development is emphasised and fostered along with the pursuit of academic excellence.

St Mary's values the unique contribution of every child within the school community.

St Mary's aims to encourage and active partnership between home, school, parish and the wider community.

Introduction

Our Governing Body applies the procedures in this policy on admissions fairly and equally to all those who wish to attend this School.

Aims

We seek to be an inclusive school, welcoming children from all backgrounds and abilities.

All applications will be treated on merit, and in a sensitive manner.

The only restriction we place on entry to the Lower School is that of number. If the number of children applying for entry exceeds the places available, we adopt the following criteria to determine whether a child is to be accepted or not.

- Siblings
- Catholicity – Roman Catholic children or children from a family where at least one parent is Roman Catholic. The Governors reserve the right to require production of Baptismal certificates.
- Girls
- Boys - who may join the Nursery and stay until the end of the Reception year.
- Other factors that the Headmistress may take into consideration.

In the Lower School, a child's level of ability is irrelevant to our admissions policy.

We require all children admitted to the Upper School to take an assessment. This will inform us of their ability at point of entry. Should the number of children applying for entry exceed the available places in the Upper School then the following criteria will be used to determine entry.

- Ability
- Girls
- Catholicity– Roman Catholic children or children from a family where at least one parent is Roman Catholic. The Governors reserve the right to require production of Baptismal certificates.
- Other factors that the Headmistress may take into consideration.

It is our wish for parents to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available. If a child has special needs or a learning disability or difficulty, and applies for a place at St Mary's School, we will consider each case individually.

Scholarships and Bursaries

A new policy is in place from November 2010, which will seek to provide guidance about assistance towards the fees of children who would not otherwise be able to enter the School. Any application for a Bursary will be fully means tested and subject to specific financial disclosures with appropriate checks and reviews. Further details are available on request from the Bursar. This is a confidential process.

A Scholarship awarded to a child on entry will be Honorary. The award of a Scholarship is celebrated within the School at particular times of the year. A Scholarship may run concurrently with a Bursary.

Scholarships and Bursaries are determined at the absolute discretion of the Governors, upon the advice of the Headmistress.

How parents can apply for their child to be admitted to our school

Our School is a Roman Catholic Independent Preparatory School, and it determines the admission arrangements in agreement with the Governing Body and the Trustees.

The School Prospectus informs parents how to apply for a place at the School. Application and registration does not, in itself, guarantee a place at St Mary's. The School will notify parents of the decision as soon as all the applications have been considered. The fees are clearly shown in the Prospectus and are reviewed every year.

In this School there is one admission date per year, early in September (i.e. when the autumn term begins). Should children wish to start during the School year, and a place is available, they will be admitted at the start of a week.

Parents are asked to ring the School to make an appointment to see the Headmistress in order to discuss their child's admission, and be shown around the School (with or without their child) prior to their child being admitted. No children are admitted until personal contact has been made.

Parents of children already at schools in the area, are asked to discuss a possible move with the Headteacher of the school which their child is already attending. We expect all children who are admitted to St Mary's to stay at the School until their son reaches the end of Reception and/or their daughter reaches the end of Year 6. It is clearly most advantageous for the children and their learning if they remain in a stable and secure learning environment for the whole of their primary education. Children will gain greatly from the complete "St Mary's experience" by remaining at the School for the full period for the boys and up to eight years for the girls.

Admission appeals

If we do not offer a child a place at this School, this will be because to do so would prejudice the education of other children by allowing the number of children in the School to increase beyond acceptable limits.

If parents wish to appeal against a decision to refuse entry, they can do so by writing to the Governing Body which will consider any such appeals. The decision made by them is binding for all parties concerned.

The standard number

The 'standard number' is the number of children the Governing Body considers the School can accommodate in each class. The standard number for our School is 17 in each Nursery class and 20 in classes from Reception to Year 6. We keep this number under review, and the governors will change the number if circumstances require.

Sizes of classes for infants

In most circumstances we teach infant children (aged five to seven) in classes that have a maximum number of 20 children.

Acceptance of School Expectations

All parents and children (where applicable) are expected to have read the St Mary's School – Parent Contract and to accept these expectations.

Monitoring and review

This policy will be monitored by the Governing Body and reviewed every three years, or as necessary in the light of any changed circumstances, either in our school or in the local area.

ST. MARY'S SCHOOL, HAMPSTEAD

EQUAL OPPORTUNITIES STATEMENT

St. Mary's School, Hampstead is an equal opportunities school.

As an equal opportunities school we will not discriminate (directly or indirectly), harass or victimise any individual or groups of individuals on the grounds of:

Ethnicity
Ability
Special needs and disability
Race
Gender
Religion or belief
Culture
Home language
Family background or
Sexual orientation

The school is committed to the advancement of equality of opportunity.
