

HERRIES PREPARATORY SCHOOL

ADMISSIONS POLICY



**This policy is subject to review and updated on an annual basis.
Reviewed September 2023 Rob Grosse**

This policy should be read on the website with:

Equal Opportunities Policy

Bursaries and Scholarships Policy

Curriculum Policy.

Herries is an inclusive community and provides for children of all faiths and nationalities. Herries Preparatory School admits boys and girls between the ages two to eleven on a non-selective basis.

Admission Criteria: In line with our Equal Opportunities Policy, children will be offered a place according to the date when they were placed on the waiting list. We try, where possible, to give siblings a priority place.

The maximum class size within the school is usually 16. In the following circumstances the class may expand by additional children beyond 16.

- A child with a sibling within the school wishes to join
- A member of staff wishes that their child join the school
- A child who has previously attended the school wishes to re-join

Visits and Tours: Parents and prospective pupils are encouraged to visit during our Open Mornings, which are held each half term. The Headteacher is happy to meet prospective parents at any other mutually convenient time and individual appointments can be made by contacting the school office. Children are also encouraged to attend a taster session to establish friendships, meet staff and to gain personal experience of our setting. Parents will be asked to bring a copy of their child's latest report at this visit.

Registration: Registration must take place before the admissions procedure begins. Prospective parents are encouraged to register children as early as possible to be eligible for a place. A registration form can be found in the prospectus pack and online. There is a non-refundable registration fee of £100.

Offers of Places: An Acceptance Form will be issued to formally offer a place, which must be signed by all carers as appropriate, and returned to signify acceptance. The school usually requires the acceptance form to have been completed two terms in advance of the start date. At this point, the place will be assured. A deposit of £500 is required and returned when the pupil leaves Herries. When the Acceptance Form has been completed, parents and the School are bound by the contractual terms of this agreement.

Bursaries and scholarships: Details of means-tested school bursaries, internal and external scholarships may be found on the school website.

Individual Learning Needs: Herries accepts pupils who require learning support providing we can meet their individual needs. Each child will be carefully considered on an individual basis to ensure that the school has the capacity to provide the appropriate level of support required. Where specialist individual tuition is required, a small additional charge might be incurred.

Disclosures: Parents must as soon as possible disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities or learning difficulties.

Oversubscription: If the Year Group is oversubscribed, and we have to decide between two or more candidates who meet our admission requirements after all appropriate allowances and special consideration has been given, we may give preference to:-

- A child who already has a brother/sister in the school or whose parent is a former pupil here
- A child whose parent is a current member of our staff
- A child with a particular skill, talent or aptitude