

# Stormont School



## ADMISSIONS POLICY

**Issued** August 2015  
**Issued by** Head

**Review Date** August 2019  
**Review Cycle** 4 year

The policy will be published on the website for current and prospective parents, governors and volunteers. It is available on the Central Resources Library for Staff. Hard copies are available from the School Office.

## **ADMISSIONS POLICY**

This policy applies to all children in the school from EYFS - Reception Form to Form 6.

### **GENERAL**

Stormont School is a girls' day preparatory school for pupils from the ages of four to eleven. The school has up to 170 pupils. Deciding on the right school for your daughter is very important, and we believe that a personal visit is invaluable so that you can see the school in action, experience the happy atmosphere, meet the confident girls, explore the first class facilities and observe the teaching and learning at first hand. We hold a two or three Open Days a year, which give a general introduction to the school. Details are published on our web site. We are also very happy to welcome prospective parents at other times. Please telephone our Registrar Mrs Janet McRae, on 01707 654037 or email [registrar@stormontschool.org](mailto:registrar@stormontschool.org) to arrange a visit.

You may also like to visit our website - [www.stormontschool.org](http://www.stormontschool.org) to find out more information about the school.

### **AIMS**

- To give parents and children as much information about entry to Stormont School and the education the School provides as possible
- To do our best to make sure that any child starting at Stormont settles in as quickly and happily as possible
- To begin forming a partnership with parents

### **EQUAL TREATMENT**

Stormont School is committed to equal treatment for all and The Board of Governors' Admissions Policy does not permit religion, race, ethnic origin, sexual orientation or social background to be used as a criteria for admission.

Our aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Bursaries may be available in order to widen access to the education we offer. A copy of the Bursary Policy is available from the Bursar.

### **SPECIAL NEEDS**

We do not discriminate in any way regarding entry. We welcome pupils with special educational needs or learning difficulties and disabilities, providing that our Learning Support Department can offer them the support that they require. We welcome pupils with physical disabilities unless the nature of the disability is such that a child could not cope with the environment and programme that Stormont offers. We advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with Stormont when registering for a place. Each case will be considered in detail and a judgement made on the basis of whether the pupil could be accommodated if certain reasonable adjustments were made. Parents should provide a copy of an Educational Psychologist's report or a medical report to support their request, for example for extra time or other special arrangements.

We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if she becomes a pupil at the school.

### **ENTRY PROCEDURES**

Children are admitted in each form up to a maximum of twenty four. Priority is given to siblings of existing pupils wherever possible, as the school appreciates the difficulty for families with children in a number of different schools. The limit of twenty four per class is only exceeded in circumstances the Head considers to be exceptional.

### **Initial Enquiry**

When an initial enquiry is made, details of the child's name, address and date of birth are taken and an information pack is sent. Parents are asked how they heard about the school. They are offered an opportunity to be shown around the school either individually by the Head or to visit the school on an Open Day.

### **Registration**

To register a child formally, the registration form (found at the back of the information pack) must be filled out and signed by all those with parental responsibility. This is returned to the school, together with a cheque for the non-returnable registration fee.

### **Allocation of Places**

#### Places in Reception

- Children start in Reception at Stormont at the beginning of the Autumn Term following their fourth birthday. Places in the Reception Form are allocated on a first come first served basis. Therefore, subject to bursary offers, the first twenty four girls to be registered for a particular year will be guaranteed a definite place. After the first twenty four places have been allocated, a waiting list will be started and parents will be given some indication of how long the list is for that year. Parents on the waiting list must also formally register their child
- In October preceding the child's date of entry to Stormont, all parents whose daughters have a guaranteed place will receive a letter asking them to sign a form, accepting the school's terms and conditions, and in particular the clause stating that a term's fees are payable in lieu if proper notice is not given prior to the withdrawal of a child. The form should be returned with a confirmation fee of £1000 made payable to Stormont School, indicating that they intend to take up the place reserved for their daughter for the following Autumn Term. The confirmation fee is made up of a deposit of £500 which will be retained until the end of the child's final term at Stormont. The remaining £500 of the confirmation fee will be offset against the first term's fees due on the first day of the Autumn Term. Replies and confirmation fees will be due by the middle of November.
- Once replies have been gathered from this group, there will almost invariably be places to offer to those children on the waiting list. The procedure described in the point above will be followed. Places will be offered in order of registration, unless there are siblings of children already at Stormont further down the list. Siblings will be given priority on the waiting list.
- If places arise at any time until the beginning of the Autumn Term they will be offered, as and when they come up, in order of registration as explained in the point above.

#### Places in Forms 1 to 6

Places in these forms generally only arise as the result of a child leaving. A waiting list is kept for all forms. When a place is available, up to the first five candidates on the waiting list will be invited to come to Stormont for an informal assessment. (Siblings of current children will be guaranteed a chance to attend for an interview.) Parents will be asked to give their permission for the Head to contact the child's current school for a reference. Places will be offered after careful consideration of all the information gathered.

### **INFORMATION FOR PARENTS**

- Parents are provided with a copy of the School Information Pack when they first enquire.
- Parents whose daughters are due to join Reception are invited to Stormont in the May before she enters to meet the Head, the Head of Lower School, the Reception Form Teacher and her/his Assistants. They are given details and information about the first few days of term and take home a booklet containing Information for New Parents. They are asked to complete a Confidential Personal Record sheet for their child prior to admission.
- Parents whose daughters are joining the school at any other point also receive the Information for New Parents booklet and complete the Confidential Personal Record sheet.
- All parents at Stormont are invited to a Curriculum Information Evening at Stormont during the first two weeks of the Autumn Term to meet their daughter's new Form Teacher and subject teachers and to hear about plans for that academic year. This is also a good opportunity for parents to meet each other.
- Once the child has been admitted, parents are asked to keep in close contact with the Form Teacher to ensure that their child's transition to a new school is a smooth one.

### **VISIT FOR CHILDREN**

All the children at Stormont go up to their new Forms for an afternoon towards the end of the Summer Term. Children who are due to join Stormont in September will be invited to join us on that afternoon. The new entrants for Reception will spend time in the Form Room and meet their Form Teacher and the Classroom Assistants. Children joining further up the school will join their peer group and go up with them to their new Form Room and meet the Form Teacher who will be looking after them for the next academic year.

Children starting at the school at other times during the year will be invited into school to spend a day with the form they will be joining.

### **STORMONT SCHOOL'S CONTRACTUAL TERMS & CONDITIONS**

Copies will be issued to parents as part of the admissions process.

### **COMPLAINTS**

It is hoped that you and your child do not have any complaints about our admissions process; but copies of the School's complaints procedure are available on the website.

The Equal Opportunities Policy, the Special Educational Needs & Learning Difficulties/Disabilities Policy, the English as an Additional Language Policy and the Accessibility Policy and Plan are also available on request.