



Stormont School

# ADMISSIONS POLICY

**Last reviewed November 2020**

**Next review due November 2021**

**Published by Head**

**The policy will be published on the website for current and prospective parents, governors, staff and volunteers.**

**Hard copies are available from the School Office.**

**The policy should be read in conjunction with the Equal Opportunities Policy and the Bursary Policy, the first of which can be found on the School's website and the second of which is available on request.**

This policy applies to all children in the school from EYFS - Reception to Year 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. To assist parents in making this important decision, the school welcomes individual visits during term time so that parents 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 at least two Open Events a year, and details are published on our web site. Please telephone the Registrar, on 01707 654037, or email [registrar@stormontschool.org](mailto:registrar@stormontschool.org) to arrange a visit.

Further information about the school can also be found on the following website - [www.stormontschool.org](http://www.stormontschool.org).

### AIMS

- To give parents and children as much information as possible about entry to Stormont School and the education the School provides
- 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 criterion 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 on request.

### 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 by the Head, Deputy Head, Head of Pre-Prep or the Registrar, visits to the school on an Open Event are also encouraged.

### **Registration**

Should a parent wish to proceed with registering their child, they will need to visit the school if they have not already done so. To register a child formally, a registration form must be completed and signed by all those with parental responsibility. This is returned to the school, together with a £50 non-refundable registration fee which can be paid online using the bank details on the registration form. The Registration Form can also be completed on the School's website within Admissions.

Parents interested in applying for a Bursary Award for Reception or any other class should register on the School's Registration Form and pay the registration fee (this will be returned if the application is not successful). They should write clearly on the form that they are registering for a Bursary Award. Please request to see our Bursary Policy for more details.

### **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, the first twenty-four girls to be registered for a particular year will be guaranteed an offer of a 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. To be placed on the waiting list, parents must formally register their child.
- If funding is available for the year of entry, parents who have indicated that they wish to apply for a bursary, will be contacted and asked to complete a Bursary application form, in advance of an offer of a place being made.
- Early in the Autumn Term, preceding the child's date of entry to Stormont, all parents whose daughters have a guaranteed place will receive an offer letter asking them to sign a Form of Acceptance, 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 which is paid on line, 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. The deadline for acceptance will be specified by the School at the time of making the offer.

#### **Places in Years 1 to 6**

A waiting list is kept for all classes. As part of our admissions process, the Head meets with all prospective parents. 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 (taster day). Candidates will spend time with the class and they will be assessed both academically and socially. (Siblings of

current children will be guaranteed a chance to attend for an informal assessment.) Parents will be asked to give their permission for the Head to contact the child's current school for a confidential reference. A school report will also be requested. Places will be offered after careful consideration of all the information gathered. Should your daughter not be offered a place following the informal assessment, their name may remain on the waiting list. Alternatively, we may suggest that you reconsider your choice of school.

### **General**

If, after submitting a Form of Acceptance and paying the £1000 acceptance fee, parents subsequently withdraw their acceptance of the offer in writing with a full term's notice, £500 will be returned to them which would have been used against the first term's fees. If that place is filled in the future, they will then be advised by letter that they will receive a further £400 of the deposit held by the School. The remaining £100 of their £1000 acceptance fee originally paid will be retained by us as an administration fee.

Sometimes there would not be a full term available to give a term's notice if parents have accepted an offer close to a child's starting date and then subsequently withdraw their acceptance. In this scenario, an offer letter will include an addendum paragraph, be accompanied by a separate addendum statement and an Addendum Acceptance Form issued for parents to sign and pay the acceptance fee of £1000. This gives parents a 14-day cooling off period, once that has expired they will then be liable for a full term's fees if they continue with the withdrawal, less £500 which would have been offset against the first term's fees. If that place is filled they will then be advised by letter that they will receive a further £400 of the deposit held by the School. The remaining £100 of their £1000 acceptance fee originally paid will be retained by us as an administration fee.

If a place becomes available in the relevant form and bursary funding is **not** available, the parents will be advised. They will still have the opportunity to be considered for the place, at full fees, should they wish to do so.

If any application for a place or a Bursary Award in any class is made outside the usual timeframes for entry in September, appropriate timelines and deadlines will be specified by the School. Registration will still be required, at which stage a visit to the school is made to meet with the Head, followed by the application for Bursary funding (see Bursary Policy).

### **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 Pre-Prep, 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 Parents' Handbook. 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 Parents' Handbook and complete the Confidential Personal Record sheet.
- All parents at Stormont are invited to a Curriculum Information Evening at Stormont early in 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 is a smooth one.

### **VISIT FOR CHILDREN**

All the children at Stormont go up to their new classes 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 classroom 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 classroom 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 may also be invited into school to spend a day with the class they will be joining, in addition to attending the taster day.

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

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

**COMPLAINTS**

Although it is hoped that you and your child do not have any complaints about our admissions process, a copy of the School's complaints procedure is 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.