



Stormont School

# ADMISSIONS POLICY

Policy Type	Statutory
Regulation	ISSR Part 3, Paragraph 15
Approval Committee	Education Committee
Last Review	Spring 2023
Next Review	Spring 2024

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.

### 1. General

The policy should be read in conjunction with the Equal Opportunities Policy, Special Education Needs and Disabilities Policy, Complaints Policy and the Bursary Policy, all of which can be found on the School's website with the exception of the Bursary Policy which is available on request.

### 2. Scope

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

### 3. Introduction

Stormont School is a small one form entry girls' day preparatory school for pupils from the ages of four to eleven. 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 Head of Admissions, on 01707 654037, or email [admissions@stormontschool.org](mailto:admissions@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).

### 4. Entry Procedures

- 4.1. Stormont accepts entry into all year groups subject to availability of spaces and assessment criteria for mid-year entry.
- 4.2. **Pre-Prep:** Children are admitted in each form (Reception, Year 1, Year 2) up to a maximum of eighteen. Adult support offered by the Head of Pre-Prep, Head of Learning Support and Teaching Assistants will be deployed to suit the needs of the classes (e.g for extension work and for support) and more often than not, the ratio will be 1:9.
- 4.3. **Prep:** Children are admitted in each form (Year 3-6) up to a maximum of twenty-four and they are taught by specialist staff for all subjects. In Years 3 and 4 the girls will be working in ratios of 1:12 for at least 50% of their timetable. In Years 5 and 6 girls will be working in half classes for the majority of the curriculum.
- 4.4. The limit of pupils in per class is only exceeded in circumstances the Head considers to be exceptional.

### 5. Equal Treatment

- 5.1. Stormont School is committed to equal treatment for all regardless of a candidate's race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background.
- 5.2. 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.

### 6. Special Educational Needs

- 6.1. Stormont School does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, provided we can offer them any support that they require and cater for any additional needs and that our site can accommodate them. We aim to ensure that all our pupils, including those

with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

- 6.2. Our policy is to apply our admission criteria to all potential pupils. We require parents of children with special educational needs, disabilities or allergies to discuss their child's needs with the School before they sit the entrance exam so that we can make adequate provision for them. Parents should provide with the Registration Form full details of all relevant information, including a copy of an educational psychologist's report or a medical report if they have one. This is so that the School can assess their child's needs and consult with parents about the adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to access the education offered and that we are able to ensure their health and safety, and the health and safety of others.
- 6.3. Where a prospective pupil is disabled, the School will discuss with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if they become a pupil at the School, to ensure that the prospective pupil is not put at a substantial disadvantage compared to a pupil who is not disadvantaged because of a disability.
- 6.4. There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's disability. For example, if, despite reasonable adjustments, we feel that a prospective pupil is not going to be able to access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, we may not be able to offer a place at the School.
- 6.5. Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and the pupil starting at the School. The School requires parents to be pro-active in updating the School as to any significant changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the School. However, the School may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming in their communications with the School about any material change to their child's circumstances.
- 6.6. 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.

## **7. The Admissions Process and Initial Enquiry**

- 7.1. Stormont School is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The School has strong traditions in music, drama, art, community activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual. There is no formal assessment.
- 7.2. Parents are expected to visit the School with their daughter to meet the Headteacher and key staff before a place is offered. Visits to the School on an Open Event are also encouraged. Parents may register for a place at the School either before they visit or shortly afterwards.
- 7.3. Acceptance of a place once offered will only be confirmed once the acceptance deposit has been paid. The Parent Handbook will be given to parents when the place is confirmed.

### 8. Allocation of Places

- 8.1. **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 offered on a first come first served basis. The deadline for acceptance will be specified by the School at the time of making the offer. The School operates a waiting list for Reception places.
- 8.2. **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, 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. Parents will be asked to give their permission for the Head to contact the child's current/previous school for a confidential reference. A school report will also be requested. The School will make enquiries of the Pupil's previous schools for confirmation that all sums due and owing to such schools have been paid. 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.

### 9. Sibling Policy

Most siblings join Stormont. Where a waiting list for a particular year group/year is in operation, siblings will be given priority on the waiting list. There is no fee discount for siblings.

### 10. Scholarships

Stormont does not currently offer scholarships.

### 11. Bursaries

- 11.1. The Board of Governors is committed to broadening access to the School by offering, to eligible parents means-tested financial support, known as bursaries, towards the payment of tuition fees. However, due to the limited financial resources of the School, not all applications may be successful. The amount available for allocation will vary from year to year and consequently the School retains an absolute discretion as to the number of awards, if any, it makes available each year.
- 11.2. 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). Please request to see our Bursary Policy for more details.

### 12. Re-admissions

Once the School has received notice informing us that a pupil will be leaving, the vacancy will be offered to any pupils on the waiting list. The School does not retain or hold places open. Once a pupil has left Stormont, there is no guarantee of a place being offered for a readmission.

### 13. Visits for Children

All the children at Stormont go up to their new classes towards the end of the Summer Term. Children who are due to join Stormont in September will be invited to join this session.

The new Reception class will be invited for stay and play sessions throughout the Summer Term prior to their start date and parents are invited to a supper to get to meet each other.

**14. Pupil Induction**

Form Tutors for children who have joined Stormont in Years 1-6 will follow our pupil induction checklist (see below) which will outline their responsibilities to help new children to transition effectively.

The Form Teacher feeds back to parents at the end of their first day and then email at the end of the first week.
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For the first 6 weeks, the pupil will have regular catch up meetings with a member of staff (usually the Form Teacher, Head of Pre-Prep or Deputy Head), seeing how they are transitioning to the school.
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At the end of week 3 the Form Teacher will email the parents to give them an update on how their daughter has settled in.
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**15. Stormont School's Contractual Terms & Conditions**

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

**16. 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.