



**STORMONT  
SCHOOL**

A part of



# ADMISSIONS POLICY

Policy Type	Statutory
Regulation	ISSR Part 3, Paragraph 15
Approval Committee	Safeguarding and Standards
Last Review	Autumn 2025
Next Review	Summer 2026

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.

## **2. Scope**

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

## **3. Introduction**

Stormont School is a 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, completion of a readiness session for Reception and assessment criteria for mid-year entry.

4.2. **Pre-Prep:** Our typical class size is 18 in each form (Reception, Year 1, Year 2).

4.3. **Prep:** Our typical class size is 24 in each form (Year 3-6)

## **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.

## **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 join a readiness session or assessment 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 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 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. For entry at Reception we ask children to participate in a Readiness session (not an exam) to ensure they will thrive at Stormont.

7.2. Ahead of joining a Readiness session, Parents are expected to visit the School with their daughter on an Open Event or by taking a group tour.

7.3. Should a girl be offered a place at Stormont after the Readiness Session, parents will be sent an Offer Letter and Acceptance Form. Both parents should complete and sign the Acceptance Form and pay the £1,000 deposit by the date specified in the offer. Of this amount, £500 is credited against your daughter's first term's fees, and the remaining £500 is refunded in her final term at Stormont, less any outstanding charges.

7.4 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. Offers for places in the Reception Form are offered following registration and participation in a Readiness session. Places are only confirmed once they are accepted - the deadline for acceptance will be specified by the School at the time of making the offer.

**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. 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. 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.

## **12. 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.
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.
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.

#### **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.