



Stella Maris School

# ADMISSIONS POLICY

REVIEWED: MAR 2018

REVIEW DUE: MAR 2019

Stella Maris School is committed to Safeguarding and promoting the welfare and well-being of all members of the school. All school staff and volunteers who work in the school are expected to share this commitment and vision.

This Policy was written in consultation with the Trustees, Headteacher and the staff of Stella Maris School with due regard to our mission statement.

*“At Stella Maris we endeavour to put the children at the centre of everything we do. Our mission is to educate, nurture and instil traditional values and cherish our children. We inspire them to achieve their best in every aspect of their lives.”*



## Policy 5 – Admissions Policy

# ADMISSIONS POLICY

### Overview

Stella Maris School is a Catholic Independent Co-educational school catering for children aged from 3 to 11 years. We welcome children from all denominations. We are a selective school.

### Policy Statement

The aims of this policy are:

- To ensure compliance with the School's charitable purposes.
- To identify and admit children who would benefit from an academic education and who will contribute to and benefit from the ethos and activities of our school community.

### Equal Treatment

We welcome children from all denominations and from many different ethnic groups and backgrounds. All candidates for admission will be treated equally, irrespective of their or their parents/guardians', race, colour, religion, political or other opinion, national or social origin, association with a national minority, orientation, property, birth or other status.

### Disability and Special Education Needs

The School has limited facilities for disabled pupils, but will do all that is reasonable to comply with its legal obligations to accommodate the needs of applicants who have disabilities.

Parents/guardians of an applicant who has any disability or special educational need should provide the Headteacher with full written details when applying for admission and before accepting the offer of a place.

The School requires this information so that, in the case of any child with particular needs, we can assess these needs and consult with parents/guardians about the adjustments which can reasonably be made to cater adequately for the child's needs both during the admission process and if an offer of a place is made.

Similarly, if special educational needs or a disability become apparent after admission, the School will consult with parents about reasonable adjustments that may allow the child to continue at the School.

### Admissions Procedure

The main points of admission to our School are in Early Years and Reception. Pupils are eligible to join our School from age 3.

Initial enquiries are recorded by the Admissions Officer and parents/guardians are invited to tour the school and meet the Head teacher. To apply to the school parents/guardians must submit a



## **Policy 5 – Admissions Policy**

completed application form, signed terms and conditions, identification documentation and pay an application fee of £100 (this fee is refundable in accordance with the terms and conditions).

If applying to join the school in Years 1 – 6, applicants will be invited to attend a half day taster session where the class teacher will informally assess the pupil and to meet with the Head teacher. The Head teacher will also obtain a report from the applicant's current school.

Parents/guardians will be informed in writing of the decision in respect of a place for the applicant.

### **Waiting Lists**

If the School is oversubscribed and if we have to decide between two or more candidates who meet our admission requirements we may give preference to:

- A child who already has a sibling at the school
- A child whose parent is a current member of our staff.

We will maintain a waiting list of children where year groups are full. Places on the waiting list will be allocated in chronological order.