



ST BERNARD'S PREPARATORY SCHOOL

ADMISSIONS POLICY

PENTECOST 2017

Adopted: Lent 2017

Review date: Lent 2019

St Bernard's Preparatory School

ADMISSIONS POLICY

Mission Statement

With God as our shelter and Christ as our guide, the mission of St Bernard's Preparatory School is to educate towards love and service to God, each other and the wider community. Through our broad balanced curriculum we will develop an understanding of each faith and the values we share. We will treat each person with respect, knowing we are special and unique.

The Bernardine Cistercians, believing that Christ is the answer to all human needs and the foundation of all truth, cooperate in the apostolic mission of the Church by their whole monastic life, with its educational work. Their schools endeavour to proclaim Christ through monastic values of prayer, work, community living and unselfish service.

INTRODUCTION

The Catholic character and ethos of St. Bernard's Preparatory School lies at the heart of our existence as a school. St Bernard's Preparatory School is a Roman Catholic foundation with entry at Early Years Foundation Stage and two-form entry at Key Stage 1 and Key Stage 2. Early Years children start from the age of 2 ½ years old and can continue their education at St Bernard's Preparatory School up to Year 6 (11 years old). The school participates in the government's subsidy scheme for 3 and 4 year olds.

RESPONSIBILITY

The Trustees are the Admissions Authority for St. Bernard's Preparatory School, which is a Roman Catholic Independent School. The criteria, set by the Trustees, are designed to preserve the character of the School. The Trustees will, therefore, give priority in the consideration of baptised Roman Catholic children. The Governors of the school have an admissions procedure, which sets out the criteria upon which applications for a place at the school are based.

AIMS OF THIS POLICY

- To ensure compliance with the school's charitable purpose as a Roman Catholic School.
- To set selection criteria and procedures that are consistent with this charitable purpose and fair to applicants.
- To identify applicants whose needs can be met by the school and who will benefit from the ethos and standards set by the school community.

SELECTION

Admission preconditions are that:

- The applicant and their family are in sympathy with the Roman Catholic ethos of the school and aware of the religious practices, including Masses, Religious Education lessons, acts of worship and assemblies which take place in the school. Applicants of all Christian denominations and from other faiths are welcomed at St. Bernard's Preparatory School. We recognise that our children come from many different faith traditions. We enable pupils to reflect on their own faith and to develop a deeper understanding and respect of other faiths.
- The applicant's learning needs can be met within the school from within its planned resources. The school's policy is to make reasonable adjustments, for which a charge may be made.
- The applicant has a successful day visit.

ADMISSIONS

The Trustees, in consultation with the Headteacher, will consider for admission to the school those children whose parents/guardians wish them to attend. The Trustees will give priority, in each of the three oversubscription categories below, to relevant looked after children (within the meaning of Section 22 of the Children Act 1989) at the time of application and who will still be looked after when they are admitted to school.

ADMISSIONS PROCEDURE

Applications for admission to St. Bernard's Preparatory School should be addressed to the Headteacher at the School. Parents/guardians applying for a place for their child at St. Bernard's Preparatory School must complete a registration form, obtained from the school. The completed registration form, accompanying medical form, baptismal (if applicable) and birth (all applicants) certificates with the registration fee of £50.00 should all be returned to the school office.

ADMISSIONS CRITERIA

1 Baptised Roman Catholic Children

Roman Catholic children who have Baptismal Certificates. Priority will be given in the following order:

- a) Children who have, or have had, siblings in the school.
- b) Children whose parents/guardians are employed by the Trustees of St. Bernard's Preparatory School at the time of admission.
- c) Baptised Roman Catholic children without previous links to the school.

2 Children of other Christian denominations

In the event of there being vacancies after all Roman Catholic children have been considered, the Trustees will consider admitting children of other Christian denominations whose parents/guardians wish to obtain an education for their child in a Roman Catholic environment, and in respect of whom the Trustees have been shown a Baptismal Certificate or a written recommendation from their Minister of Religion. Priority will be given in the following order:

- a) Children who have, or have had, siblings in the school.
- b) Children whose parents/guardians are employed by the Trustees of St. Bernard's Preparatory School at the time of admission.
- c) Baptised/recommended Christian children without previous links to the school.

3 Parents/guardians seeking an educational environment within the Catholic tradition for their child

In the event of there being vacancies after applications under points 1 & 2 have been considered, the Trustees will consider admitting children of other faiths whose parents/guardians wish to obtain an education for their children in a Roman Catholic environment:

- a) Children who have, or have had, siblings in the school.
- b) Children whose parents/guardians are employed by the Trustees of St. Bernard's Preparatory School at the time of admission.
- c) Children without previous links to the school.

Offer of Places

- Offers of places are made by the school a term before entry.
- Should places be oversubscribed, the over-subscription criteria, as detailed in this Admissions policy, will be applied.
- A day visit by the child is a prerequisite for admission. During the visit assessments in reading and mathematics are carried out and results are shared with the parents/guardians.
- Children who are successful in obtaining a place in our Early Years Department and Year 1 will have an automatic right to progress through our school, provided his/her learning needs can be met within the school from within its planned resources, and unless it can be shown to be in the child's best interests to pursue their education elsewhere.

- Children, applying to Year 2, will have class based standardised assessments. Children applying to Years 3 - 6 will have standardised assessment tests delivered and invigilated by teaching support staff.
- Children applying to Year 1 make a visit to the classroom for teacher observation and teacher assessments.
- A deposit of £500.00 must be made as soon as a place has been confirmed.

OVER-SUBSCRIPTION CRITERIA

Should places be oversubscribed, the Trustees will consider children for admission following the criteria set out below:

1 Baptised Roman Catholic Children

Roman Catholic children who have Baptismal Certificates. Priority will be given in the following order:

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- a) Children who have, or have had, siblings in the school.
- b) Children whose parents/guardians are employed by the Trustees of St. Bernard's Preparatory School at the time of admission.
- c) Children without previous links to the school.

If necessary, and after the above criteria have been applied, the Trustees reserve the right to determine an order of priority within any of the above categories. This order of priority will be determined by the date at which the applications were received, with priority being given to those received at the earliest date.

WAITING LIST

The school will keep a waiting list of the names of applicants who have qualified for admission but have not been allocated a place. The waiting list will be determined according to the Governing Body's priority of admission criteria. Parents/guardians will be informed if their child's name has been placed on this list. This will be established at the end of the Easter term for September entry. When parents/guardians who have been offered a place and decide not to accept it, that place will be offered to parents/guardians at the top of the waiting list.

FOR ADMISSION TO SCHOOL YEARS OTHER THAN YEAR 1

In the event of there being vacancies in other school years, the Trustees, in consultation with the Headteacher, will consider admitting children who have demonstrated their suitability for education in St. Bernard's Preparatory School. Should applications for places in these years be oversubscribed, the Trustees will consider children in order of priority following the criteria listed above.

IN-YEAR ADMISSIONS

The process for in-year admissions is the same for admissions at the start of the academic year. Places are subject to availability.

SPECIAL EDUCATIONAL NEEDS AND DISABILITY (SEND)

Children, holding a Statement of Special Educational Needs will be considered for a place at St. Bernard's Preparatory School. An offer of a place will be dependent upon whether or not it is in the best interests of the child and whether the school is able to make reasonable adjustments to meet his/her needs. This decision will be taken following a consultation process with parents/guardians and, where appropriate, the Local Authority. We will co-operate with the Local Authority to ensure that relevant reviews, including the annual review, are carried out as required by regulation and best practice. Please refer to our SEND Policy. If an offer is subsequently made and accepted, provision for appropriate support may be subject to an additional charge.

EDUCATION, HEALTH AND CARE PLAN (EHCP)

Children, holding an EHCP will be considered for a place at St. Bernard's Preparatory School. An offer of a place will be dependent upon whether or not it is in the best interest of the child and whether the school is able to make reasonable adjustments to meet the needs of the child. This decision will be taken following a consultation process with parents/guardians, any medical staff and, where appropriate, the Local Authority. We will co-operate with the Local Authority to ensure that relevant reviews, including the annual review, are carried out as required by regulation and best practice. Please refer to our Medical Conditions Policy. If an offer is subsequently made and accepted, provision for appropriate support may be subject to an additional charge.

ENGLISH AS AN ADDITIONAL LANGUAGE

St. Bernard's Preparatory School will consider children who have English as an Additional Language (EAL) in the assessment procedure which will gauge the support that may be needed in order to ensure equal access to the curriculum along with all other aspects of life at our school. If an offer is subsequently made and accepted, provision for appropriate support may be subject to an additional charge.

PRIOR TO JOINING ST BERNARD'S PREPARATORY SCHOOL

Prior to the child's attendance at the school the parents or guardians must complete and sign the:

- Registration Form, Parental Contract Acceptance Form, Medical Information Form and the Home/School Agreement.
- This provides school with the following vital information, and informs the parents/guardians of the basic standards of behaviour and the attitude towards teaching and learning that the school expects and requires.
- Name, home address and date of birth of each child
- Starting date
- Name, address, telephone numbers and emails of parents/guardians
- Emergency telephone numbers of parents/guardians
- Special diets
- Arrangements for collection for younger children or those with special needs that makes collection by an adult essential
- Name, address and telephone number of the child's doctor
- Illness and inoculation details
- Details of any allergies
- Parental consent on emergency procedures

Parents/guardians will also be asked to provide St Bernard's Preparatory School with any further information which they feel will enable us to take the best possible care of their children.

APPEALS AGAINST A DECISION TO REFUSE ADMISSION

If an application for admission is unsuccessful, parents/guardians have the right of appeal. Such appeals against non-admission will be heard by a Governors' Appeals panel. The school will not be obliged to state its reasons for failing to

admit an applicant. Parents/guardians who intend to make an appeal against the School's decision to refuse admission must submit a notice of appeal within 21 days of receiving the refusal letter to:

The Clerk to the Governors
Admissions Appeal
St. Bernard's Preparatory School
Hawtrey Close
Slough
Berks
SL1 1TB

Normally appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal. The Chair of Governors is Mr S Patterson who may be contacted via the school office on 01753 521821 and his email address is: chair.stbernardsprep@gmail.com

Our Trustees may be contacted at the following address:-
Bernardine Cistercians
Monastery of Our Lady and St Bernard
Brownhill
Stroud
Gloucestershire
GL6 8AL
Tel: 01453 883084

Legal Status:

Complies with Regulatory Requirements (2010), Part 6, Paragraph 24 (3) (a) of the Education (Independent School Standards) (England) (Amendment) Regulations.

Applies to:

Whole School including Early Years Foundation Stage, out of school care, extra-curricular activities and all other activities provided by the school, inclusive of those outside of the normal school hours.

All staff, peripatetics, students on placement, volunteers, the Trustees and Governors working in the school.

Related Documents:

Prospectus, Single Equalities Policy, Special Educational Needs and Disability (SEND), English as an Additional Language (EAL), Medical Conditions, Parental Contract, Home School Agreement, Attendance Policy

Availability:

This Policy is made available to staff and parents via the School website, www.stbernardsprep.org or a copy may be requested from the school office.

Monitoring and Review

The Trustees and the Governors will undertake an annual formal review of this policy for the purpose of monitoring the efficiency with which the related duties have been discharged bi-annually or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed by _____

Headmaster _____

Date _____

Chair of Governors _____

Date _____

Adopted: Lent 2017

Review date: Lent 2019