

Bury Catholic
Preparatory
School
Admissions Policy



Created by: Headteacher
Ratified by Governors
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BURY CATHOLIC PREPARATORY SCHOOL

Introduction

Applications to Bury Catholic Preparatory School from 3 – 11 years are accepted from Catholic and non-Catholic pupils. The school expects all families to be sympathetic to the Christian ethos and for pupils to fully enter into the distinctive character of the school which underpins everything we do. On entry all pupils become part of this school community. The Headteacher leads the school community in faith and all staff are required to actively support and promote the Christian ethos of the school.

The school is able to provide an education for children which is accessible and appropriate for their individual needs, an education which will enable them to discover their talents and make the most of them. All children at Bury Catholic Preparatory School will have the opportunity to develop their full potential.

Children are admitted to this school at the discretion of the Headteacher. We seek to be an inclusive school, welcoming children from all backgrounds and abilities (provided the school can appropriately care for child). All applications are treated on merit, and in a sensitive manner.

General Admissions

The school admits male and female children from the age of rising 3 to 11 years old, subject to availability of places. Before making a decision to apply for entry to the school, we strongly recommend parents make an appointment to meet the Head and have an individual tour of the school. On completion of an application form, all prospective children will be invited to spend a day with us. They will spend the day in school during which time they will be assessed, whilst joining in with normal lessons and activities. On collecting your child, you will have the opportunity to meet with the Head and ask any questions or clarify any points you are unsure of. The Head will briefly run through what your child has participated in. If there are any issues pertaining to behaviour or academic concerns, there may be a suggestion of a further visit. Offers of places are made to successful candidates shortly after your visit.

Our Scholarship Scheme is available at the discretion of the Head to award scholarships to child who have significant potential.

Admissions Procedure

1. In the first instance, following either telephone call, letter or email, a prospectus is sent out to the prospective parent. Included in the pack is:
 - a. General information regarding the school
 - b. Schedule of fees
 - c. Uniform information
 - d. Details of staff and their qualifications
 - e. Admissions Policy
 - f. Application form
 - g. Welcome letter
 - h. Recent inspection Report for ISI
2. The parents will then be invited for a tour of the school before completing the application form. The tour will be carried out by the Head or Deputy, and it will allow parents to view the school in its working environment. A post visit letter will be handed out with the school

prospectus at the end of the visit, if not already received, giving details about the next stages of the admissions process. We strongly recommend you come along to an Open Day or have a private tour of the school as this will give you a thorough insight into the school and whether it is the right place for your child. We can also help you to make this important decision by answering any questions that may arise as you become more familiar with our school.

3. When the application form is received, our school office will send you an acknowledgement letter and you will be invited for a Taster Day. You will be asked to bring:
 - Contact Form.
 - Child's latest school report (if possible).
 - Any reports from agencies working with the child e.g. Speech and Language, Occupational Therapist.

When completing an application form for admissions, parents are made aware that the information they provide will be stored on a computer. This conforms to the Data Protection Act and all information held is strictly confidential and accessed only by those who have a right to see it

4. The Taster Day will give your child the chance to experience life at Bury Catholic Preparatory School first hand and to meet their peer group. The nature of the visit will depend on your child's age:-
 - Children in Foundation Stages 1 & 2 will spend half a day in class. During their visit, the teacher will spend some time getting to know them and they will be assessed informally.
 - Children in Y1 will spend a full day in class. During their visit, the teacher will spend some time getting to know them, they will be assessed informally and will be observed interacting with their peers.
 - Children in Year 2 to Year 6 will spend a full day in school where they will be assessed in Maths and English. The tests will be age appropriate and there is no specific revision they can do. The best advice is to reassure them that they are not designed to catch them out. They should relax and try to answer them to the best of their ability. The remainder of the day will be spent in class with the teacher providing opportunities to observe both personal and social skills, and how they interact with their peers both in class and at playtimes.
5. On collecting your child, you will have the opportunity to meet with the Headteacher and ask any questions or clarify any points you are unsure of. The Headteacher will briefly run through what your child has participated in. If there are any issues pertaining to behaviour, there may be a suggestion of a further visit.
6. If needed the Head will also contact the child's current Head for relevant information, regarding the child's attainment, attendance and behaviour.
7. The Head will take all these factors into consideration before an offer is made. Once the Head has all the information available to assess whether, in their judgement, the child would benefit from the education provided by the school, given the available resources and ethos.
8. Shortly after the assessment day, the Headteacher will write to the parent(s) to:
 - i) offer a place following a successful assessment/induction,
 - ii) offer a place subject to specific conditions,
 - iii) state that at this moment we are unable to offer a place.

9. If an offer is made, following the return of the items listed below, the parents will receive a school start date and any other relevant information.

- Acceptance reply slip
- Signed school contract
- Full payment of registration bond (for any places over the funded 30 hr place),
- Proof of address (a copy of a utility bill or bank statement)
- Parents photographic proof of ID (passport or driving license)
- An eligibility code if applicable

The offer of a place at Bury Catholic Preparatory School will be conditional upon:

- I. The availability of a place. A place being available in a class appropriate to age, ability and aptitude.
- II. The individual child's performance during their visit indicates that the School can provide appropriate class teaching for that individual child, taking into account his/her strengths and talents.
- III. Parent and guardians, disclosing at the time of application, the nature and scope of any specific difficulties that the child may have with aspects of learning.
- IV. Receipt of any reports or information from other agencies working with the child if applicable.
- V. Parent and guardians recognising that, where a specific learning difficulty exists, extra costs may be incurred in respect of specialist help or learning aids.
- VI. Parent and guardians being aware that funding, as a result of a statement of special educational need, is not automatically transferred from their Local Educational Authority.

In some instances children are accepted into the Foundation 1 class at the beginning of the term in which they have their third birthday. Children can also come into the Foundation 2 class at the start of the academic year in which they become five. Priority is given to the children attending the Foundation 1 class. If there are places in a class, admission is possible at any time during the school year.

The **Disability Discrimination Act 1995** identifies that some pupils with disabilities may have learning difficulties that call for special educational provision. However, not all children defined as disabled will require this provision. A child with asthma or diabetes, for example, may not have special educational needs but may still have rights under the Disability Discrimination Act. We will assess each child as required and make the appropriate provision, based on their identified needs.

SENDA (Special Educational Needs and Disability 2014)

Children will be considered for places regardless of their sex, race, colour, nationality, ethnic or national origins, and disability. No child should be discriminated against on entry into the School, because of their individual needs

Admission is the process up to the time when the parent or guardian accepts the school's offer of a place. Entry is the time at which the pupil enters school. Please be aware that a full term's notice is required in writing before the withdrawal of a pupil from the school, failing which fees in lieu of notice will be charged.

The standard number

Class size is limited and is reviewed and set by the Head each year.

Admissions Register

The school keeps an Admissions Register which contains details of all the pupils at the school. This includes

- The pupil's name in full
- The sex of the pupil
- The name and address of every person known to be a parent/carer of the pupil (and an indication of which parent that pupil normally lives with and which parents hold parental responsibility as defined by Section 3 Children Act 1989)
- Telephone number of main carer
- The day, month and year of birth
- The day, month and year of admission
- The name and address of the last school attended.

Waiting Lists

In the event of a waiting list, preference will be given to children who already have a sibling in school, or a family connection.