

## Admissions Policy

### **Visiting the School**

A personal visit to the school is invaluable and we hope that you will visit us. We hold Open Events for prospective parents each year, but prospective parents are welcome to visit at any time throughout the year by contacting the Registrar to arrange a convenient time.

Taster sessions are offered for Reception pupils in the term prior to starting. It is beneficial for the children to attend as they will have the opportunity to meet other children also joining the school, enabling them to make friends before they start, as well as allowing them to familiarise themselves with their surroundings. Taster sessions are free of charge. Sessions are also offered to pupils in KS1 and KS2.

### **The Entry Policy**

The main point of entry is from 4 years of age into our Reception Class, however, we admit pupils into any year age group that has available places.

Reception places can fill quickly and so early registration is recommended. All applications will be considered in the order in which they are received by the school and where a year group is already full, this will determine the child's position on the waiting list.

Admission into other year groups is based on a taster day in school. We aim to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the school. A wide range of abilities is catered for.

### **The Application Procedure – Reception Entry**

1. Request a copy of the School's prospectus.
2. Contact the Registrar to confirm availability in your child's year group.
3. Attend a School Open event or make an individual visit via the Registrar or School Secretary to meet the Headteacher.
4. Complete the Enquiry Form and St Philomena's School will offer a place if available.
5. Parent to complete Application and Acceptance Forms and return with a registration fee of £100 and a deposit of £400. This will reserve your child's place in the year group. The £400 deposit will be credited to you, less any disbursements incurred on your final invoice at the school. In the event of the place being accepted and cancelled in writing prior to entry, the deposit will be retained by the school. The registration fee is non-refundable.

*(March 2015 – to be reviewed March 2018)*