



## **St Philomena's Catholic School Admissions Policy**

St Philomena's Catholic School is a co-educational independent day school for pupils aged 4 to 11 years old.

Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We hold a number of open events throughout the year which give a general introduction to the school. Details are published on our website. We are very happy to welcome prospective parents and their children at any time of the year

St Philomena's Catholic School is non-selective on the basis of academic ability, but applicants must show suitability to become a member of the School community. Our entry process is designed to identify pupils who are able to benefit from our broad and balanced curriculum, and to make a positive contribution towards the life of the School.

Children are welcome to enter the School, subject to available spaces, at any stage in their schooling providing a suitable place becomes available.

Admission to the School is at the Headteacher's discretion.

### **Equal Treatment**

St Philomena's Catholic School's encourages applications from a diverse range of backgrounds. This enriches our community and is vital in preparing our pupils for today's world. Generous bursaries are offered, where affordable, in order to make it possible for as many as possible who meet the School's admission criteria to attend the School. St Philomena's Catholic School is committed to equal treatment for all, regardless of a pupil's sex, race, ethnicity, religion, disability, sexual orientation or social background.

### **The Entry Procedure**

#### **Registration**

Pupils will be considered as candidates for admission and entry to the School when the Admissions Form has been completed and returned to us, and the non-refundable registration fee of £100 has been paid.

Applicants for admission should ideally register by the September of the year preceding the desired year of admission. Admission and entry will be subject to the availability of a place. If the year group is full, the candidate will be added to a waiting list and the parents informed as soon as a place becomes available.

The school will require details of any previous schools attended by your children. This allows us to communicate with them to ensure transition systems, records of achievement and behaviour may be discussed.

### **Interview and Taster Day**

Admission to the School requires an interview with the Headteacher and a taster day with their potential year group.

### **Offer of a Place and Deposit**

If a place is offered, a deposit of £400 is payable when parents accept the offer. The deposit will be repaid, less any disbursements incurred, on your final invoice at the school, by means of a credit without interest. Until credited, it will form part of the general funds of the School. If the place is not taken up the deposit is forfeited.

### **Special Educational Needs and Disability**

St Philomena's School welcomes pupils with disabilities and special educational needs providing that we can reasonably offer the support the child requires, cater for any additional needs and that our site can accommodate them.

Applicants must inform the School of any special educational needs and/or disability when submitting an Admissions Form. Further information may be requested such as a medical certificate and/or the most recent Educational Psychologists report. The school expects parents to engage positively with requests from the school to investigate external support (including the application of an EHCP) where the school sees fit.

The School will discuss thoroughly with parents, the adjustments that can reasonably be made for the child if he/she becomes a pupil at the school. The Headteacher will view all such adjustments from the perspective of the individual as well as from the perspective of the other children in the care of the school and their continued welfare/education. The school does recognise that we are not a specialist facility and that there will be children for whom we are unable to provide the appropriate care, education and environment.

If the School is unable to adequately cater for applicants with special educational needs and/or disabilities, after considering reasonable adjustments, applicants will be informed why an offer will not be made.

### **Sibling Policy**

Precedence is usually given to those children who have siblings or family members who have attended the School. However, admission is not automatic and there may be occasions where the School judges that a sibling is likely to thrive better in a different academic environment.

### **Waiting List**

When all available places in any particular year group have been allocated, the School will operate a waiting list. Waiting lists are held in chronological order from the date a completed application and registration fee is received and acknowledged by the school.

If a child on the waiting list is a sibling (as defined above) of a child already at the School, then that child will take priority on the waiting list, as and when a suitable place becomes available. The School will endeavour to maintain family groups as and when a suitable place becomes available.

The Headteacher will ultimately approve all places given to children and will therefore reserve the right to use their discretion in the allocation of places. At the end of each School year, parents with a child on the waiting list will be contacted by the School and asked if they wish to remain on the list for the following year.

### **Religious Beliefs**

As a Catholic School we have a Christian ethos, but the School welcomes pupils from all faiths and denominations. We aim to ensure children leave the school at the end of Year 6 with respect, tolerance and understanding for the rich diversity of religious beliefs and cultural identities within our community and the wider world. Parents should be aware that our assemblies have a Catholic element to them, we follow the Catholic RE curriculum, celebrate feast days and attend the Catholic Church in Frinton throughout the year.

### **School's Contractual Terms and Conditions**

Copies of the School's Terms and Conditions will be sent to parents as part of the admissions process. Parents should be aware that a term's notice must be given before a pupil is withdrawn from the School or a term's fees in lieu will be immediately due and payable as a debt at the rate applicable on the date of invoice, whether or not the place can be filled. This is to ensure that the School has sufficient notice with which to plan fee levels, other resources and the curriculum.

### **Overseas Applicants**

- Where a student can provide verified documentary evidence that his/her parents have the right to reside and work in the UK admission can be considered. The school will make further checks to verify identity and suitability of the applicant before admission is confirmed.
- Where the parents of a pupil seeking admission do not have the right to reside or work in the UK, admission will not be considered.

### **Fluency In English**

In order to cope with the academic and social demands of St Philomena's Catholic School pupils must generally be good English speakers. Tuition in English as an Additional Language (EAL) might be possible and if agreed, will be charged as an additional cost to parents.

### **Review**

This policy is reviewed annually by the Board of Governors.