



Admissions Policy

St Philomena's 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. Every day is an Open Day at St Philomena's and we are very happy to welcome prospective parents and their children at any time of the year.

St Philomena's 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 children 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 at any stage in their schooling providing there is a suitable place available.

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

Equal Treatment

St Philomena's School encourages applications from a diverse range of backgrounds. This enriches our community and is vital in preparing our pupils for today's world. St Philomena's 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

Step 1: Registration

All parents wishing to register their child for a place at St Philomena's School must complete a Registration Form and pay a non-refundable registration fee of £50.

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 a child's current school, together with a copy of their last school report or Early Years profile. A reference form will be sent to the child's current school requesting further information on their academic and social progress.

Step 2: Interview and Taster Day

Admission to the School requires an interview with the Headteacher and a Taster Day with the potential year group.

Step 3: Offer of a Place

Once a child is offered a place at St Philomena's School, parents will be asked to complete the Acceptance Form and pay an Acceptance Fee of £400. Upon payment of this fee, the place is formally reserved and the usual notice period for withdrawal applies. The Acceptance Fee is refunded (without interest and less any disbursements incurred) once the child has left the School. Until credited, it will form part of the general funds of the School. If the place is not taken up the Acceptance Fee is forfeited.

Siblings

Precedence is usually given to 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 registration form 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 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. 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, that we follow the Catholic RE curriculum, celebrate feast days and attend the Catholic Church in Frinton throughout the year.

Special Educational Needs and Disability (SEND)

St Philomena's School welcomes applications for children with disabilities and special educational needs. The School will do all that is reasonable to comply with its legal and moral responsibilities under equality legislation in order to accommodate the needs of SEND applicants for which, with reasonable adjustments, the School can cater adequately.

The School needs to be aware of any known SEND which may affect a child's ability to participate in the admissions procedure and take full advantage of the education provided at the School. Parents of a child who has any SEND should provide the school with full details prior registration, or subsequently before accepting the offer of a place. The school needs this information so that, in the case of any child with particular needs, the School can assess those needs and consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the child and the School can cater adequately for the child's needs should an offer of a place be made.

The School will discuss thoroughly with parents, the adjustments that can reasonably be made for the child if they become 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 and education. The school has a three year plan in compliance with the Special Educational Needs and Disability Act. It recognises that the School is not a specialist facility and that there will be children for whom they are unable to provide the appropriate care, education and environment. The physical layout of the site and buildings may restrict the movement of individuals with particular difficulties with mobility.

The school defines a reasonable adjustment as one which can reasonably be undertaken within the normal staffing, facilities and resources of the school. Where the school needs to draw on additional expertise or resources, the cost will be passed on to parents. The School expects parents to engage positively with requests to investigate external support where the school sees fit.

If, after considering reasonable adjustments, the School is unable to adequately cater for applicants with SEND, applicants will be informed why an offer will not be made.

Overseas Applicants

Where parents of a child seeking admission 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 child seeking admission do not have the right to reside or work in the UK, admission will not be considered.

Tuition in English as an Additional Language (EAL) might be possible and if agreed, will be charged as an additional cost to parents.

School's Contractual Terms and Conditions

Copies of the School's Terms and Conditions are 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.