

SAINT CHRISTINA'S SCHOOL: ADMISSIONS POLICY

Review Initiated by	Head / Chair
Last Review	Autumn 2024
Next Review	Autumn 2025

This Policy is publicly available on the School website and on request a copy may be obtained from the School Office.

This Policy applies to:

- *the whole school including the Early Years Foundation Stage (EYFS), out of school care, the after/before school clubs, the holiday club and all other activities provided by the school, inclusive of those outside of the normal school hours;*
- *all staff (teaching and support staff), students on placement, the Trustees, Governors and volunteers working in the school.*

1. Introduction and Aims

Saint Christina's Preparatory School is an Independent Catholic Day School and a foundation of the Handmaids of the Sacred Heart of Jesus, a Roman Catholic religious congregation and the Trustees of the School.

The aim of Saint Christina's Preparatory School is to serve the needs of Catholic children together with those of other denominations, offering all the experience of living in a Christian community which finds its inspiration, meaning and purpose in Christ and His gospel.

Saint Christina's is committed to the pursuit of excellence in every area of the curriculum always recognising the individual needs of each pupil and supporting their full development spiritually, morally, intellectually, emotionally, physically and socially.

2. Open Events and Taster Days

Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Saint Christina's. We hold a number of Open Events which give a general introduction to the school. Details of these events are published on our website. In addition to this we are very pleased to meet parents and their children at any time. Should parents be interested, we will also arrange a Taster Day for their child, allowing them to experience the School in action.

If you would like to visit the School, please contact the Headteacher's PA by phone on 020 7722 8784, or by email at headteacherspa@saintchristinas.org.uk.

3. Policy on Admissions

3.1. **Admissions Criteria:** Priority will be given (in the following order) to:

- a) Roman Catholic children or;

Saint Christina's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and submit to appropriate safeguarding checks. It is our aim that all pupils fulfil their potential.

- b) Children from a family where at least one parent is Roman Catholic. The Governors and Trustees reserve the right to require production of Baptismal Certificates.
 - c) Where numbers of places permit, children of other Christian denominations, and then of other faiths may be admitted if parents are fully supportive of the Catholic ethos and the Headteacher and Governors believe the child will benefit from the education at Saint Christina's.
- 3.2. **Siblings:** The attendance of a brother or sister already at the School at the proposed date of admission will increase the priority within each category. Some priority shall also be given to children of former pupils.
- 3.3. **Age:**
- a) **3+:** Boys and girls will first be considered for admission to Nursery at the age of 3, that is, the September following the child's 3rd birthday.
 - b) **4+:** The second key entry point is in Reception at the age of 4, where the balance of places available and not taken by Nursery children moving up the School, will be offered.
 - c) **7+:** The third key entry point is at age 7 where there is a natural movement of children within North London from some school settings into Year 3. Parents interested in this entry point are advised to register as early as possible and preferably two years before entry to ensure consideration. (Please note that children entering SCS at this point will be invited to attend a taster day and be assessed as per any other application for an occasional place.)
 - d) **Occasional Places:** Where numbers permit, older children may be considered for admission, following an assessment / taster session. This may be into any year group unless the year group is full.
 - e) Boys and Girls may attend the School up to age 11 (Year 6) when they will move to a Senior School.

3.4. **Academic Requirements or Otherwise**

In addition to the priorities detailed in the 'Admissions Criteria':

- a) All children joining Saint Christina's in the EYFS will be invited for an assessment that will normally take place within a taster morning / afternoon. During this time Saint Christina's staff will pay particular attention to:
 - Confidence to undertake tasks
 - Ability to follow simple instructions
 - Communications and language skills
 - Fine motor skills
 - Social skills
- b) Children over 5 will be tested orally or in writing, as considered appropriate, to see if they will benefit from our educational provision, and make a positive contribution to the life of the School. The SENCo may also meet with the child and parents to discuss any needs that may be identified as part of the admissions process, before admission is decided upon. The school must be satisfied that it can adequately meet the needs of the child in question and that therefore, the child will benefit from the education that Saint Christina's offers.
- c) The School will ask for a child's latest report from his or her previous setting. Where a child is joining the School at 3 years (and sometimes from abroad), kindergarten settings do not always provide

Saint Christina's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and submit to appropriate safeguarding checks. It is our aim that all pupils fulfil their potential.

reports to parents as a matter of routine. In these instances Saint Christina's will ask the setting for a statement about a prospective child's progress.

4. Registration

- 4.1. Parents will be asked to sign the Registration form, *inter alia* agreeing to abide by the rules and guidelines of the School. The form will be accompanied by a non-refundable registration fee.
- 4.2. When a child is offered a firm place the family are required to pay a deposit returnable on leaving the School. The deposit is not refundable if your child does not take up the place at the School.
- 4.3. Admission will be determined according to the priorities above and then by order of placing on the Waiting List.

5. The Admissions Procedure

- i) Initial contact and completion of Registration forms.
- ii) Appointment and Interview visit (this includes a tour of the School by the Headteacher or Senior Member of Staff); children of 5+ will be assessed.
- iii) Offer of place or to go on the waiting list (offers are usually made 12-18 months before the proposed entry date).
- iv) Pre-joining Visit: Pupils joining the Reception Class or above will be invited to spend an afternoon with their new teacher and class in the term prior to starting.
- v) Joining Instructions: General information including uniform requirements, holiday dates etc., will be sent in the Summer term prior to entry.
- vi) Parents of children joining Nursery will be invited to an 'induction' afternoon in June prior to the pupils starting in September. Parents of children joining Reception upwards will be invited to meet the new Class teacher in September before the start of the new term.

6. **Equality Statement:** At Saint Christina's School we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the School, irrespective of race, gender, disability, religion or socio-economic background. We aim to develop a culture of inclusion and diversity in which all those connected with the School feel proud of their identity and able to participate fully in School life.

7. Special Educational Needs and Disabilities (SEND)

- 7.1. Saint Christina's is a mainstream school and has some scope to cater for pupils with additional needs or disability subject to having appropriate expertise / provision and sufficient resource within our learning support team to offer them the support that they require, and provided that a child will be able to access the curriculum. Parents of children with special educational needs or disability should disclose the nature of that need or disability so that the school is able to make an informed assessment as to whether it will be able to adequately meet their child's needs. The school will discuss thoroughly with parents any adjustments that can reasonably be made for the child if they were to become a pupil at the school. Additional charges may be applied for additional support as a condition of the offer.

Saint Christina's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and submit to appropriate safeguarding checks. It is our aim that all pupils fulfil their potential.

7.2. Where a child who has an Education, Health and Care Plan (EHCP) joins the Saint Christina's School, we will always consult with parents and, where appropriate, the Local Authority to ensure that the required curriculum is provided for as set out in the Statement, including the full National Curriculum if this is specified. We will also 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. The school will make reasonable adjustments to meet the needs of children with a statement of special educational needs. Any additional services that are needed to meet the requirements of the Statement or additional services such as dyslexic tuition will be subject to charge. This will be either directly to the parents, or the Local Authority if they are responsible for the fees. Our school has a policy and procedures for children with *Special Educational Needs and Disabilities* (SEND).

8. English as an Additional Language (EAL)

8.1. We do not regard pupils as having a 'learning difficulty' solely because the 'language or medium of communication of the home is different from the language in which he or she is or will be taught' (Education Act 1996, Section 312(1), (2) and (3). However, pupils for whom English is an 'additional language' (EAL) can be provided with appropriate support provided they meet the OVS academic criteria. They will be assessed to gauge the support that may be needed in order to ensure equal access to the curriculum along with all other aspects of life at Saint Christina's School.

8.2. Our school has a policy for pupils requiring *English as an Additional Language* (EAL). Our school will make provision for children who have English as an additional language, (EAL) in the assessment procedure. If an offer is subsequently made and the child takes up his or her place, the school will make provision for appropriate support (this may be subject to a charge).

9. **Complaints procedure:** The school hopes that parents and pupils do not have any complaints about the school's admissions process; but copies of the school's complaints procedure can be sent to parents on request or is accessible on the website. The Admissions Policy is reviewed annually.

CHAIR OF GOVERNORS

HANDMAIDS OF THE SACRED HEART OF JESUS

25 ST EDMUND'S TERRACE

ST JOHNS WOOD

LONDON

NW8 7PY