

# Admissions Policy

## Salcombe Preparatory School



September 2016

***This policy applies to Salcombe Preschool (EYFS), Pre-Preparatory School and Preparatory School***

## Salcombe Preparatory School

<b>Contact names</b>	
Headmistress	Sarah Davies
School Business Manager	Sarah Riddle
Registrar/Marketing Manager	Martha Carslake
Deputy Head (Prep)	Tushi Hore
Deputy Head (Pre-Prep)	Giovanna Newson
Head's PA	Hanna Fathers
Cognita Education Executive/ Chair of governance panel	Robin Davies
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### 1 Policy Statement

Salcombe Preparatory School is regarded by its community as a highly academic school and is expected by its parents to assist its children to be admitted to selective secondary schools at Year 7. Therefore, in admitting children to Salcombe must be assured, as best as possible, that prospective pupils demonstrate motivation and eagerness to learn and that, through their entrance tests, we are assured that we can offer appropriate learning programmes for that child.

### 2 Guidelines

#### 2.1 Preferential Admissions Criteria

1. Salcombe accepts siblings before other applicants
2. Preschool (nursery) children who intend to remain at Salcombe for the duration of their primary schooling are offered places before those who wish to use the Preschool only

#### 2.2 Initial Parent Contact

1. Prospective parents register their interest by contacting the School's Admissions Office
2. The Registrar will offer an informal tour of the School at which they will meet the Headmistress for a brief discussion.
3. The Registrar will forward the following Registration Pack:
  - Prospectus,
  - Registration Form,
  - Fees Schedule
  - Other relevant information

#### 2.3 Wait List

1. Prospective parents are encouraged to register their interest at the earliest opportunity so that the child's name can be placed on the School's wait list for entry.
2. Main entry points to the School are Preschool (nursery), Reception and Year 3. From time to time places will be available.
3. Parents are contacted by the Admissions Office one year in advance of the stated entry point.

### 3 Registration

1. On return of the Registration Form and the Registration Fee to the School's Admissions Office, and within a week of the receipt of same, the Registrar will acknowledge receipt and will:
2.
  - Either set up a formal interview where child is of school age; or
  - Will place child's name on the wait list until the child is two terms from entry when an appointment with the Head will be set up.
  - In the case of the latter, the Admissions Office will keep in regular touch with the parents of the child on the wait list
3. The prospective child's name will be entered on the waitlist

### 4 Interview and Assessment

1. Prospective parents and pupils attend a formal interview with the Headteacher.
2. Prospective pupils will undertake a short assessment appropriate to the child's age during the interview.

### 5 Offer of Place

1. Offers are made to successful applicants strictly in order of application.
2. The Headteacher will make an offer on the basis of the interview and assessment.
3. The Admissions Office will send out the letter of offer, Parents Contract and other relevant forms for completion
4. Successful candidates will be offered an in class Experience Session within two weeks of the offer letter being sent.

### 6 Acceptance of place

1. Parents who would like to take the offer of a place, need to do so a week of the date that the offer was made.
2. To secure the offer, parents must return the Parent Contract and other forms along with the deposit.

Ownership and consultation	
Document sponsor (role)	Headmistress
Document author (name)	Sarah Davies
Specialist Advice	Ros Vahey

Audience	
Audience	All school staff

Document application and publication	
UK	Yes
Spain	No

Version control	
Implementation date	1.9.16
Review date	1.9.17

Related documentation	
Related documentation	<ul style="list-style-type: none"><li>• Attendance – Pupils registers</li><li>• Admissions Policy</li></ul>