

St. Clare's School



Admissions Policy

St. Clare's School

Mission Statement

Achievement, Challenge, Excellence

'A place where the best teachers ignite your child's passion to learn. Where your child will be challenged to attain academic excellence in a stimulating, caring and supportive environment, so that they will become independent, critical thinkers with knowledge and confidence to succeed in life'

Name of policy	Admissions Policy
Author of policy	Holly Fowlkes
Date adopted by St. Clare's	September 2016
Date to be reviewed	September 2017

1. Policy for Admissions

We recognise that the choice of school is a decision of paramount importance for all parents. We also recognise that once parents have decided to entrust us with the education of their child we must treat their application fairly and in an entirely transparent way so that parental expectations are met and the process is fully understood.

The school has admissions criteria which do not discriminate against any prospective pupil, including those with special education needs or disabilities, and this admissions policy has due regard for the guidance in the Codes of Practice which accompany the SEN and Disability Act 2001. However, parents or carers seeking the admission of a pupil with mobility difficulties are advised to approach the school well in advance so that consultations can take place.

2. Entrance Criteria

2.1 Prospective Pupils for entry into the Nursery:

Children entering the Nursery can join once they are 2.5 years old. They may attend on a full time or part time basis and this is negotiable at the time, however we strongly advise that children are attending nursery full time at least by the term prior to their entry into the Reception class.

Children joining the Nursery must be out of nappies and able to use the toilet.

At present Bridgend County Borough Council offer a grant to parents living in the Borough whose pre-school age children attend a private nursery school. This grant is issued after the child's third birthday, on the premise that the child is attending three or more full days in the Nursery. We also accept childcare vouchers; details of these schemes/grants are available from the School Finance Office.

2.2 Entry into Reception through to Year 11 at the School:

We welcome pupils at all stages of their education via the following process of enrolment:

- School receives enquiry from parents / guardian;
- Prospectus, Registration Form and other introductory documents sent;
- Family visits the school and meets the Headmaster, Mr Simon Antwis;
- Parents / Guardian submits Registration Form along with non-returnable registration fee of £50 (Registration Fee is non-contractual); Request for formal ID documents for both the child and the parents to verify identity;
- Prospective pupil is invited to attend a 'Taster Day';

- Letter of Offer is sent to parents / guardian. Accompanied by Acceptance Form and Parent Contract;
- A £250 deposit is required on return of the completed forms, which must be signed by both parents/guardians/third party payee and returned within 14 days. This deposit is returnable when the pupil leaves the school and is subject to the terms and conditions of the contract.
- A Welcome Pack is sent detailing specifics such as uniform, timetable Confidential Data Collection Sheet and Photograph Consent Form.

3.0 Entry at 16+

3.1 Academic requirements

Students entering the Sixth Form will require at least 5 GCSEs at C grade or above including Maths and English, with at least a B Grade in the subjects being studied at AS. To continue to A2 study, students will be required to have achieved at least an E grade at AS

3.2 External Applicants

All external applicants should complete and return a Registration Form together with the £50 registration fee. Applicants will be invited for interview with a member of the Senior Leadership Team and a reference and predicted grades will be requested from their current school. Successful applicants will be sent a provisional offer by post. The offer letter will specify which grades will need to be achieved in each subject.

3.3 GCSE Results – August

Upon receipt of their GCSE results, applicants should contact the Admissions Department to confirm grades achieved and indicate whether they wish to accept their place. To secure the place, we require a signed Acceptance Form and deposit of £250 (external applicants only).

4.0 Waiting Lists

If no spaces are available at the time of Registration the pupil's name is added to the waiting list and progresses up the list according to the following oversubscription criteria:

1. Siblings of current pupils
2. All others in Registration date order