

## Admissions Process Prep & Senior Schools



### *Choosing the right school for your child is one of the most important decisions you will make*

We are always pleased to assist parents who would like to find out more about St. Clare's School. We understand that starting a new school or moving from one school to another, can sometimes be a daunting experience for parents as well as pupils so please don't feel any question is ever too trivial.

#### ● **Entry requirements**

The curriculum at St Clare's is academic and therefore children are expected to perform above average or well above average in baseline assessments.

#### ● **Request information**

To learn more about St Clare's prior to an open event, please contact our Admissions Registrar, Mrs Holly Fowlkes, on (01656) 789966 or email her at [holly.fowlkes@stclares-school.co.uk](mailto:holly.fowlkes@stclares-school.co.uk) for an initial conversation about your child and to check availability in the relevant year group. She will send you further information.

#### ● **Book a Visit**

Prospective parents are encouraged to visit to see the school in action and to meet the Headteacher.

Parents will be asked about their child's general development and any identified physical disability or special educational needs.

Twice a term there is an Open Morning events which is a great opportunity to see the whole school in action. At St. Clare's, 'Every day is an Open Day' and we are always delighted to arrange a tour on a busy working day to show you why we are so proud of our lovely school.

#### ● **Submit an Application**

Following a visit, parents will be invited to apply for a place for their child and submit a completed Registration Form together with the required ID. Payment of the non-refundable £50 Registration Fee of £50 may be paid via bank transfer. Our Admissions Team will contact you within 48 hours of receiving your application to confirm receipt.

Registration is an indication of interest only and is not a guarantee of a place.

Places are not automatic. In some cases, a place will not be offered if we judge that a child's development or behaviour is below expectation or that they will not flourish in the environment that we offer.

If the year group is fully subscribed, the child will be placed on a waiting list.

## ● **Attend an Assessment Week**

Once an Application has been received, we will offer an Assessment Week for prospective children to be assessed in order to establish whether the school can provide appropriately for their needs.

Maths, Reading, Grammar and Punctuation and Spelling will be assessed. An interview with the Headteacher or Head of Prep will assess the general readiness to learn. The Admissions Registrar will contact the child's current and (if relevant) previous school for a pupil reference, school reports, attendance and any test results.

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## ● **Receive an Offer**

We will endeavour to provide you with the outcome of your application and send offers within two weeks (where practicable).

Details on how to accept your place will be provided along with the offer letter.

A place is confirmed once a formal offer has been made by the school and the £250 deposit has been received in return.

## **Mid-Year Admissions**

We are happy to accept enquiries regarding mid-year admissions to the school subject to a place being available. We will deal with your enquiry quickly and assist wherever possible. Please contact our Admissions Registrar on 01656 789966.