

A1-1 - ADMISSIONS POLICY

St Margaret's is keen to offer the advantages of a St Margaret's education to as wide a range of pupils as possible. St Margaret's is a Christian school (a Woodard school) and, as such, also welcomes pupils from different faiths and ethnic groups. St Margaret's is keen to recruit pupils who will benefit from the education offered and will try to offer financial support to pupils who may not be able to attend the school without this.

IMPLEMENTATION

Aims

- To offer parents the opportunity to find out as much as possible about the school before they select St Margaret's.
- To ensure that admission is open to those children who are able to access the curriculum that is offered.
- To make each pupil's start a happy and successful one and to begin a lasting partnership with the parents.

The Admissions Process

After being sent a prospectus, parents, who make enquiries, are invited to contact the Admissions Secretary for an appointment to see round the school and to meet the Headmistress. On visiting the school, parents receive the School Magazine and copies of the weekly Newsletter. Prospective pupils are very welcome to come and enjoy a day at the school with their Year group.

In order to apply for a place at the school, parents must first complete a Registration Form. Upon receipt of the Registration Form and a non-returnable Registration Fee, prospective pupils are considered for entry to St Margaret's. The three different age ranges assess suitability for entry in different ways (see below).

Once a place has been offered and accepted, parents are furnished with a new Parents' Booklet which contains all the relevant information for entry to St Margaret's and a deposit is required to secure the place. This is offset against the Fees for the final Term of Upper Sixth Form (Year 13).

Nursery and Pre-Prep (ages 3-7)

Entry follows a simple procedure, which involves pupils visiting the school and spending a morning at St Margaret's. During this time pupils will be informally assessed within the class environment.

The main intake is at three years of age for the Nursery, at four for Reception, and at five and six for Forms 1 and 2.

Entrance Assessments for the Prep (ages 7-11)

Pupils applying to the Prep School visit the school and spend a morning or day with the appropriate Form/Year Group. During this time they will take Entrance Assessments in Maths and English, both short written tests, and also have more informal assessments within the class environment.

Confidential reports are requested from the pupil's current school. Assessments are generally held in January. Mid-term testing is also possible if families are moving into the area and considering a move from another school.

Entrance Tests for the Senior School

Pupils applying to the Senior School (Year 7 upwards) take Entrance Tests.

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To be reviewed as appropriate

By whom – Head Teacher

Entry is based on a satisfactory performance in the written Entrance Tests, together with confidential assessments from the pupil's present school and a personal interview with the Headmistress.

Entrance Tests are usually held during January of the academic year preceding admission. Mid-term testing is possible if families are moving into the area and considering a move from another school. All prospective pupils are invited to spend a day experiencing life at St Margaret's.

All entrants must show that they have sufficient academic potential to access the school's curriculum and are likely to be able to achieve a minimum of five GCSEs at grade C or above.

In the case of a child who is of borderline (or below) academic performance, the school may make it a condition of acceptance that the parents consent to additional (paid for) Special Needs tuition and other additional tuition in English or Maths. In the case of a child for whom English is not the first language, additional tuition in English as a Foreign Language may be required. All such additional tuition will be charged for in addition to the normal school fees.

At ages other than 11, if places are available, prospective pupils sit tests in English, Mathematics and (usually) French. Places are offered subject to a satisfactory standard being reached and a satisfactory report being received from the previous school. Applicants who would like to transfer to St Margaret's especially for their GCSE years (Year 10 and 11, ages 14 and 15) are welcome.

Sixth Form entry (from age 16)

Selection for these places is based on performance at GCSE examinations together with confidential assessments from the present school and a personal interview with the Headmistress.

The normal entry requirement for the Sixth Form is 5 GCSE passes at Grade C or above, including Maths and English, with normally a Grade B desirable in subjects to be studied at A Level. Places are offered to applicants from outside on the basis of an interview, a school reference and predicted GCSE grades. A provisional offer of a place is made in the Spring Term, to be confirmed after publication of GCSE results in August.

Bursaries (Council Awards) Scholarships and other Awards

St Margaret's may grant a number of different types of award to help cover some tuition fees.

Bursaries of up to 50% may be awarded on the basis of financial need (as well as ability), where a family requires help to enable their daughter to be educated at the school. Bursaries are based on parental financial circumstances and a student's merit and are reviewed annually on the criteria of sustained progress in academic and other fields and of continuing financial need.

Academic Scholarships are given for Music and for outstanding academic potential. Scholarships may be awarded on merit in Entrance Tests. Sixth Form Candidates sit a one-hour paper in the GCSE subject of their choice in January. All applicants also have a personal interview with the Headmistress.

Applicants for **Music** and **Performing Arts Scholarships** are tested by auditions in January. Applicants for **Art** Scholarships sit a timed test in January on a named theme in the medium of their choice. A Scholarship may also

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be awarded to **the best 'all-rounder'** who has made an outstanding contribution to their school's life in Year 11. Exhibitions or Outstanding Performance Awards may also be made.

To apply for a **Bursary (Council Award)**, parents should complete a Confidential Statement of Financial Circumstances Form (obtained from either the Admissions Secretary or the Bursar) and should tick the box on the Application Form.

As the school is a registered charity, parents will be required to provide proof of income and other financial circumstances. Council Awards are means-tested and reviewed on an annual basis.