



## **St Christopher's School** **(including the EYFS)**

### **Admissions Policy**

#### **General**

St Christopher's is a non-denominational, non-selective independent school for boys and girls from ages 2¾ to 7 years old. 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 St Christopher's. We usually hold an open morning each term, which will give a general introduction to the School. Details are published on our website. We are also very happy to welcome prospective parents and their children on personal tours with the Headteacher at other times. Please contact the School office on 01372 721807 or email [office@st-christophers.surrey.sch.uk](mailto:office@st-christophers.surrey.sch.uk) to arrange a visit. If it is not possible to hold open mornings or arrange school visits because of circumstance beyond the School's control, then the School will be able to organise alternative arrangements such as a remote tour video.

#### **The Entry Procedure**

St Christopher's is a non-selective school; the usual points of entry into the School are from rising three years of age into our Nursery and from four years of age into our Reception classes. Children in Nursery are usually admitted to the School in the term that they become 3, earlier entry may be possible dependant on a discussion with the Headteacher and staff to child ratios. We have three entry points in Autumn, Spring and Summer terms.

The School may also have occasional places at other ages. Please contact the School office for details. Applications for admissions to Pre-Reception, Reception, Year 1 and Year 2 are welcome and depend on places becoming available.

#### **Joining St Christopher's**

**Application:** To apply for a place, please complete and sign the Registration Form. The Registration Form must be signed by both parents, (except in extenuating circumstances which should be discussed with the Bursar) and then returned to the School with a non-refundable registration fee of £75. Registration is an indication of interest and not a guarantee of a place.

**Waiting Lists:** Once a child is registered they are added to the waiting list for that year; usually positions on the list are allocated on a first come first served basis, subject to the following criteria being given precedence

- A child with an existing sibling with the school wishes to join
- A member of staff wishes that their child join the school
- A child who previously attended the school wishes to re-join
- More than one child from the same family wishing to join

**Offer and Acceptance:** If the school offers your child a place a confirmation letter along with an Acceptance Form will be sent to you. To accept the offered place a completed Acceptance Form, signed by both parents, (except in extenuating circumstances which should be discussed with the Bursar), along with a deposit is required to secure the place; details of the deposit are outlined within the offer letter. Parents will be asked to provide a copy of the child's birth certificate and passport page at time of completing the Acceptance Form.

**Deposit and Cancellation:** Please refer to the Terms and Conditions on the Acceptance Form for information as to how the Deposit will be held and in what circumstances it will be refunded. Further information is also provided in these terms and conditions about cancellation of a place that has been accepted.

## **Transition from Nursery to Reception**

Transition from Nursery (aged 3-4) to Reception (age 4-5) is automatic and expected for all children who attend our Nursery.

## **Sibling Policy**

Most siblings join us at St Christopher's and siblings of current pupils are given priority when registering. However, admission is not automatic and there may be occasions where the School judges that a sibling is likely to thrive better in a different academic environment. The onus is with parents to inform the school of any siblings they may wish to be considered for entry.

## **Equal Treatment**

St Christopher's aim is to encourage applications from children with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. We acknowledge that the ability to pay does exclude some children so we try to keep fee levels realistic. The School offers a number of means-tested bursaries. The School's provision for bursaries is described below.

St Christopher's is committed to equal treatment for all, regardless of a pupil's sex, race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background.

We expect all our pupils to attend all assemblies and outings, and to take full part in all Religious Education and PHSE (personal health and social education) lessons.

## **Special Educational Needs**

St Christopher's does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, provided we can offer them any support that they require and cater for any additional needs and that our site can accommodate them. We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

Our policy is to apply our admission criteria to all potential pupils. We require parents of children with special educational needs, disabilities or allergies to discuss their child's needs with the School prior to the admissions procedure at registration, or subsequently before accepting the offer of a place so that we can make adequate provision for [him/her]. Parents should provide with the Registration Form full details of all relevant information, including a copy of an educational psychologist's report or a medical report if they have one. This is so that the School can assess their child's needs and consult with parents about the adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to access the education offered and that we are able to ensure their health and safety, and the health and safety of others.

Where a prospective pupil is disabled, the School will discuss with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if they becomes a pupil at the School, to ensure that the prospective pupil is not put at a substantial disadvantage compared to a pupil who is not disadvantaged because of a disability.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's disability. For example, if, despite reasonable adjustments, we feel that a prospective pupil is not going to be able to access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, we may not be able to offer a place at the School.

Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and the pupil starting at the School. The School requires parents to be proactive in updating the School as to any significant changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place

at the School. However the School may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming in their communications with the School about any material change to their child's circumstances.

### **Bursaries**

St Christopher's has a separate bursaries policy. The School offers a number of means-tested awards to entrants at the points of entry into Reception, where the parents have indicated on the Registration Form that they require financial support. Bursaries are means-tested in accordance with the criteria published on the School's website. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need.

Bursaries are offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the School. Levels of support may vary with fluctuations in income or wealth.

Our bursary policy can be viewed on our website or can be obtained from the school secretary.

A bursary may be withdrawn in accordance with the terms upon which such award is made or otherwise in accordance with the School's Terms and Conditions.

### **Financial Information**

**Any applicant for a place at the School, including those who apply for bursary support, may at the discretion of the School be required to provide additional financial information and/or undergo checks to confirm that they are able to pay the School's fees (or any percentage of the fees still payable if a bursary is granted).**

### **School's Terms & Conditions**

The School's Terms and Conditions are on the Acceptance Form and will be made available to parents as part of the admissions process.

### **Complaints**

The School's Complaints Procedure is on the School's website and can be sent to prospective parents on request. The Complaints Procedure is not available for use by prospective parents.

### **Records And Review**

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice.

The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose. This will generally be no more than 6 months following an unsuccessful application, but reasons to retain for longer might include: if the parents express an interest in the child re-applying for any reason at a later date, or in the potential candidacy of another sibling; or to deal with any ongoing matters or queries arising from the application.

Signed

*D Roberts*

Mr D Roberts  
Chair of Governors

*B Grehan*

Mrs B Grehan  
Headteacher

Review date	January 2023
Previous review	June 2021
Next review	January 2025