



# St Christopher's School & Nursery

(Including EYFS, Before & After School Care & Clubs)

## Admissions Policy

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Name of staff member responsible for document: Bronia Grehan, Headteacher	
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## General

St Christopher's is a non-denominational, independent School providing mainstream education for children from ages 2 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 admissions secretary on 01372 721807 or email [admissions@st-christophers.surrey.sch.uk](mailto:admissions@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

Entry is based upon the appropriateness of the school for your child, by agreement between the School and parents or carers. The School's criteria for admissions are that the school is able to meet the needs of a prospective pupil who will get the most from the education we offer, without impairing the education of other pupils and that there are sufficient vacancies in the appropriate year group. Pupils are admitted to the School at the discretion of the Headteacher, whose decision will be final.

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 educational environment. The onus is with parents to inform the school of any siblings they may wish to be considered for entry.

The usual points of entry into the School are from 2 years old into our Nursery or from four years of age into our Reception classes. Children in Nursery can be admitted to the School once they are 2 years old. We do have a limited number of how many 2 year olds we are able to have in our Nursery. We have three entry points in Autumn, Spring and Summer terms.

The School may also have occasional places at other ages. Please contact the admissions secretary for details.

Applications for admission should register by completing a Registration Form. The Registration Form must be signed by both parents with parental responsibility, (except in extenuating circumstances which should be discussed with the Headteacher) and then returned to the School with a non-refundable registration fee. Registration is an indication of interest and not a guarantee of a place. The School's Registration Form is available on the School's website and from the admissions secretary.

The School will respond by confirming that the child's name has been placed on the admission list for the relevant term and year. If the year group is fully subscribed, they will be placed on a waiting list.

## **Equal Treatment**

St Christopher's aim is to encourage applications from children with as diverse a range of backgrounds as possible. We are mindful of our obligations under the Equality Act 2010 during the Admissions Process. 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.

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

## **Information Sharing**

We require parents to inform the School at the outset of the application process about any needs (including special educational needs) which their child may have or any other significant matters which the School should reasonably be aware of because, for example, it would necessitate tailored provision and/or would materially impact on their child's attendance at School and/or ability to engage in day-to-day School life. We also require applicant parents to be transparent about any circumstances which may materially impact their ability to comply with the School's Parent Contract, for example, in respect of fees.

The School may wish to discuss these matters with the parents and/or require some further information.

Parents must ensure that information provided is accurate, complete and not misleading and relevant details and information (or changes to them) are shared in a timely and transparent manner.

A failure to disclose relevant information and/or the provision of inaccurate, incomplete or misleading information may - in some cases - lead to the withdrawal of an offer or termination of the School's Parent Contract.

## **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 reasonably 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 (suspected and diagnosed) to discuss their child's needs with the School at the outset of the admissions process, or subsequently before accepting the offer of a place so that we consider and can make – to the extent reasonable – appropriate provision for them.

Parents are required to provide with the Registration Form full details of all relevant information about their child, including a copy of any reports (including any educational psychologist reports, medical reports or assessments, or other relevant expert third party reports), materials or information about their child's needs (educational, health or otherwise), and this may include any final or draft EHC needs assessments (or applications for a needs assessment) or a final or draft EHP Plans (or applications for an EHC Plan) or equivalents. This is so that the School can assess their child's needs and consult with parents about any adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to meaningfully access the education offered and that we are able to ensure their health and safety, and the health and safety of others. This information should be provided prior to the admissions assessment process.

Where parents of a prospective pupil feel their child requires adjustments (in respect of the admissions process and/or with regards to education at School and participation in School life in the event they are offered and take up a place at the School), parents should raise these with the School at the outset and the School may – depending on the circumstances – require some further information from parents or request further assessments in respect of the needs identified and will discuss with parents (and their child's medical advisers, if appropriate) the adjustments proposed and whether they can reasonably be made for the child if they become a pupil at the School.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's special education needs and/or disability. For example, if, despite reasonable adjustments (in the case of disability), we feel that a prospective pupil is not going to be able to meaningfully access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, or where the School cannot reasonably accommodate the adjustments required or reasonably provide the nature or level of the support required.

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 pro-active in updating the School as to any 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 and transparent in their communications with the School about any material change to their child's circumstances.

In the event your child has an EHC needs assessment or EHCP (or equivalent) (whether at the application stage, draft or final form) it is important that these (and the applicable supporting documentation, e.g. educational psychologist reports or other expert assessments) are shared promptly with the School and that the School is kept up to date with respect to any relevant decisions of the Local Authority or changes in provision.

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## **The Assessment Process**

The aim of the process is to identify potential. St Christopher's is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word. The School has a strong tradition in music, drama, and art.

No preparation for our assessments is needed; all potential pupils start on an equal footing.

We do not assess potential pupils for entry into Nursery or Pre-Reception.

Assessment for new entrants into Reception is based on observing informal play in small groups.

For other pupils for entry into Key Stage 1 (Year 1 and 2) there is a basic age-appropriate assessment in English and Maths. References may be sought from the Head of a potential pupil's current school as part of the assessment process.

As stated in page 1, the School's criteria for admissions are that the school is able to meet the needs of a prospective pupil without impairing the education of other pupils, that there are sufficient vacancies in the appropriate year group. Pupils are admitted to the School at the discretion of the Headteacher, whose decision will be final.

## **Transition from Nursery to Reception**

Transition for children who are in our Pre-Reception class (aged 3-4) into Reception (age 4-5) is expected. Children are assessed based on ongoing observation of their learning and development. The School may, in exceptional circumstances, need to reconsider the offer of a place in Reception if a pupil's progress or behaviour means that transfer is not deemed appropriate. 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.

In order to effectively plan class sizes and available places in Reception for the next academic year, parents will be asked to confirm their intention to transition to Reception in the January (Spring Term) of Pre-Reception.

## **Financial Information**

Any applicant for a place at the School, 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.

## **Overseas Applicants**

We welcome overseas pupils, who can study at St Christopher's provided that they have the legal right to enter, live and study in the UK and that their parents will be accompanying them and living in the UK, more details of which are contained in the School's Parent Contract. However, parents of overseas pupils should appreciate that we do not run a short-term study programme and expect overseas pupils to finish a complete course of study such as Reception to Years 2.

## **Religious Beliefs**

St Christopher's is a non-denominational school and is not linked to any Church or religious belief. St Christopher's welcomes applicants from prospective pupils of all faiths and of no faith.

## **School's Terms & Conditions (Parent Contract)**

The terms upon which the School educates each pupil are set out in the School's Parent Contract as amended from time to time, which 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. Please see the School's Privacy Notice for further information about how the School collects, uses, and processes personal data.

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 personal data 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.

## **Monitoring and review**

This policy will be reviewed regularly by the Governing Body and be updated in the light of any changed circumstances in the School or local area.