



ADMISSIONS POLICY

St Nicholas' School admits boys and girls from ages 3 to 7 years and girls from ages 3 to 16 years.

The aims of this policy are:

- to set selection criteria and procedures that are fair to all applicants. No applicant will be treated less favourably during the application process or during assessment on the grounds of their skin colour, race, nationality or ethnic or national origin, gender, religious faith (or lack of belief), orientation, socio-economic group, disability or special educational needs.
- to identify applicants whose academic and other abilities appear to match the ethos and standards of the School and whose personal qualities suggest they have the potential to contribute sufficiently to the School community and benefit from the many opportunities that are offered here.
- to ensure compliance with the School's charitable purposes.
- to comply with the School's equality duties as required by the Equality Act 2010.

The School Prospectus describes the broad principles on which the School is operated and provides an overview of the School's history and ethos. The School takes reasonable care to ensure that the Prospectus is accurate and up to date, but does not form part of the contractual terms and conditions.

Pupils may enter the School at any age. If entry is at age 11 or above, the prospective pupil is required to sit an entrance examination in English, Mathematics and Verbal Reasoning. For younger pupils, new entrants are assessed informally in the classroom. Pupils come to the School from a range of feeder schools both Independent and Maintained.

Where there is a waiting list for places at the School, priority will be given to siblings of current pupils, providing they are registered 12 months before the proposed start date.

Transport for children in Junior and Senior Departments is provided from areas surrounding the School, for which a charge is levied.

This policy can be made available in larger print or more accessible format if required.

Admissions Procedure

Parents are encouraged to visit the School or attend an Open Day. Information about the School is also available from the School website. Parents who are interested in a place at the School should request a copy of the Prospectus which contains a registration form.

The admissions procedure is then as follows:

- Registration. Every parent is asked to register their child by completing the Registration Form within the School Prospectus and pay a non-refundable registration fee of £100. Entrance examinations take place for those pupils entering Year 7. Interviews with the Head may take place for younger pupils, at which their parents are present. This may form part of a visit at the School.
- Prospective pupils and parents are given a tour of the School and shown the facilities that the School has to offer.
- An offer of a place may then be made by the School. This is subject to the School's terms and conditions which will be provided with the offer.
- Parents accept a place by completing the Form of Acceptance and paying the acceptance deposit. The deposit is non-refundable if your child does not enter in the term specified.

Admissions procedure during COVID

The admissions procedure during COVID remains the same as our normal admissions procedure, however prospective pupils and parents are given an **external** tour of the school and shown the facilities that the school has to offer.

A face to face meeting with the Headmistress may also be available, in a Covid secure environment.

Special Needs and Disabilities

Whilst the School welcomes applicants with learning needs and disabilities its facilities (physical and otherwise) for disabled pupils and those with learning difficulties are limited at present. However, the School will do all that is reasonable to comply with its legal responsibilities under the Equality Act 2010 so that it may accommodate the needs of disabled applicants for which, with reasonable adjustments, the School can cater /adequately.

The School will do all that is reasonable to ensure the application procedure (and any information about the School) is accessible for disabled candidates and will make such reasonable adjustments as necessary.

In accordance with the School's terms and conditions, parents must inform the School when submitting a Registration Form of any special circumstances relating to their child's health, allergies, disabilities or learning difficulties or other circumstances which may affect their child's performance in the admissions process and ability to fully participate in the education provided by the School.

Parents of disabled children will be invited to a preliminary meeting with the Head to discuss ways in which any disadvantages could be lessened or eliminated from the admissions

process and to ensure that the applicant can be adequately catered for should an offer of a place be made.

The School may request further information, such as a medical certificate or educational psychologist's report, and any associated correspondence from the pupil's current school that the School considers necessary to make a fair assessment.

If, after reasonable adjustments have been considered, the School is unable to adequately cater for the needs of those children with disabilities, parents will be informed why an offer will not be made.

If an applicant's disability becomes apparent after admission, the School will consult with parents about what reasonable adjustments, if any, can be made in order to allow the child to continue at the School. If, after reasonable adjustments have been made, the School is unable to adequately cater for and meet the needs of the pupil, the Head may request parents to withdraw their child. Fees in lieu will not payable in this circumstances and the acceptance deposit will be returned.

Bursaries

Scholarships and Bursaries are available. Scholarship awards of up to 20% reduction in the tuition fee may be awarded. A number of Bursaries are offered for pupils whose parents have limited means. Please see the School's Bursary Policy.

Complaints

In the event of any dispute regarding admissions, parents are referred to the Complaints Procedure, which can be found in the Parent Handbook.

Reviewed and updated November 2021

Review date Autumn Term 2022