



# Admissions Policy

*Information for Parents: This policy is available on request.*

A legal Requirement and an ISI Reporting Standard

## References

- A. Education Act 2011
- B. School Standards Framework Act 1998
- C. SI 2003/1910 (as amended)
- D. ISI Regulatory Checklist (0415)
- E. <http://www.isi.net/documentation/docindex.htm>
- F. <http://www.dcsf.gov.uk/sacode/docs/RevisedSchoolAdmissionsCode041208.pdf>

The Ursuline Preparatory School does not undermine the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.

## 1. Summary

All Schools are legally required to have an admissions policy that gives a clear account of their entry procedures. They are expected to apply them fairly and consistently.

## 2. General

The Ursuline Preparatory School is a co-educational non-selective independent school for pupils from ages 3 to 11. Deciding on the right school for a child is very important, and we believe that a personal visit is invaluable. We are happy to welcome prospective parents and their children to visit the school. This can be organised by contacting our Admissions Secretary to arrange an individual tour with the Headteacher.

## 3. The entry procedure

Application for entry is welcome from all. Our admission process does not discriminate and is non-selective. Prospective parents and their children are issued with information regarding the school and are invited to meet with our Headteacher, Mrs. Wilson and have a tour of the school. This meeting is not an interview for entry, it is the opportunity for prospective parents to have any questions they may have answered. If there are no spaces available in the applicant's particular year an offer of a place on our waiting list will be made.

However, we will not offer even if we do have places, until applicants have looked round the school.

We interview all parents before any place at the school is offered.

A waiting list is in place for oversubscribed intake years.

4. Equal treatment

Our aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world.

The Ursuline Preparatory School is committed to equal treatment for all, regardless of a pupil's race, ethnicity, religion, sexual orientation, disability, learning difficulty, body image or social background.

5. Special Educational Needs and Disabilities

We do not discriminate in any way regarding entry. We welcome pupils with physical disabilities provided that our site can cope with them. However, we advise parents of children with SEND or physical disabilities to discuss their child's requirements with us before a completed application is received. If necessary parents must provide a copy of an Educational Psychologist's report or a medical report to support their application.

6. Siblings

We do give preference to siblings\* at Ursuline Preparatory School. However, admission is not automatic, and there may be occasions where we are unable to offer a place to a sibling due to restriction in numbers.

*\*In the first instance: Children with a sibling receiving education in the school.*

*In the second instance: Children with siblings due to enter the school.*

7. Religious beliefs

Although Ursuline Preparatory School is a Catholic School we welcome children from all denominations and faiths. However priority is given to children who are practising Catholics.

8. Complaints

Any complaints with regard to our admissions process can be dealt with by following the school's complaints procedure. A copy of this document is available on request.