



## **St. Martin's School**

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"At St Martin's School we are a fellowship of scholars who achieve excellence. We seek a rich, broad and challenging Curriculum. This culture puts us in control of our journey. Our children not only excel academically but are given the tools to enable them to pass their exams and converse at interview with confidence. This learning nurtures and stimulates us whilst emphasising the importance of individuality, intellectual wonder and self-actualisation. We obtain mastery in all aspects of the Curriculum. The heart of our journey is Literacy which we recognise as the fundamental tool of human communication. We explore the human condition through Music, Media and Drama. We value the planet, nature and fellow human beings in all their expressions."

Our admission policy is designed to allow everyone who wishes to engage fully in the rich curriculum that we offer at St Martin's is able to do so.

We have written this policy as it particularly fits the ethos of our school. We are aware that children who attend St Martin's School live in different boroughs. However, for clarity we focus on the London Borough of Barnet.

### **ADMISSIONS POLICY**

#### **Enquiries**

When parents make an initial enquiry through the website, they are sent a prospectus. If they call or email, we send them full details of the admissions process together with a registration form to complete and then to return to us. We then invite them in to visit the school, either on a scheduled open morning or for a private tour. Prospective pupils should be registered in advance: this is done by returning the school's registration form (enclosed in the prospectus and available on the website), together with a non-refundable registration fee. The registration form is not binding on either side. Those registered will be placed on a waiting list.

#### **Entry into Pre School and Reception**

The Admissions Team will contact all those families registered for entry into Pre School and Reception classes during the spring term of the year prior to entry to confirm that they wish to be considered for a place. If a further visit to the school is required, The Admissions Secretary will arrange a mutually convenient time. The school will subsequently contact the family for a date and time for an informal assessment with the child. Assessments normally take place in October preceding the year of entry. Parents are invited to bring their child/ren to school and while they are informally assessed in a child friendly atmosphere, the Head Teacher will talk to the parents who will have the opportunity to ask any further questions about the school.

Parents are then notified of an offer before the end of the winter term ie in the December prior to the year of entry. The school endeavours to make as many offers as possible. However, if parents have been unsuccessful on the initial round of offers but still wish to be considered, they can be placed on a waiting list and will be offered a space should one become available. A waiting list system runs throughout the year up to and including the beginning of term. The parents of children with accepted places are then invited in for an Information Afternoon to meet the Head Teacher, Teachers of relevant year groups in the Summer Term where they are given all the details required for joining in September. The children are invited in to an induction morning also at the end of the Summer Term, preceding their entry.

Children are welcome, places allowing, to begin St Martin's School at any time through the Academic year.

Upon receipt of an offer of a place, parents will also be requested to complete an acceptance form and return it to the school along with the necessary caution deposit. The school secretary will send a "joining pack" to the parents providing details of the school uniform, school rules, medical consent details and other practical matters.

A waiting list is in operation for those Forms which are at capacity.

### **Occasional Places**

On occasions, places become available throughout the school. Prospective pupils are invited to visit the school for a tour and then complete and return a registration form and fee. They are also asked to provide their latest School Report prior to the assessment. They are then invited to attend an interview and an informal meeting with the Head Teacher. They sit informal assessments in Maths and English and may also spend some time in a class.

The criteria are essentially concerned with being compatible intellectually, academically and socially with the existing year group. We accept pupils who we feel will be happy in our environment and who will be able to benefit from the education we offer.

If a child has had an assessment by an Educational Psychologist, we would request a copy of the report in advance of the admissions day and a School Report. This will not disbar the child as long as the school can support the child's needs.

### **Head Teacher's report**

Where relevant, it is normal to ask for a report from the candidate's present school. When a child is moving from another independent school, the Head Teacher will remind the parents of their obligation regarding 'notice'. When all formalities have been completed, the Head Teacher will out of courtesy inform the present Head Teacher of the proposed transfer.

### **Offer of a place**

On offer of a place, parents will be requested to complete an acceptance form and return it to the school with a non-refundable Caution deposit.

Once the place has been accepted, should the decision be made to not to take it up, a liability fee will be incurred if the school is notified less than one term before the proposed start date.

After entry procedures are completed, parents will be given a joiner's pack dealing with matters such as uniform list, consent forms and other general information about the school. They will be

invited in to the school to meet their teacher during the Summer Term. The Head Teacher also holds an information evening for the parents.

This Policy will be disseminated to all staff for their contribution, understanding and agreement to adhere to it. It is on our website, in every classroom and a copy is in our main office for anyone to read and discuss.

Dr J Walak

10<sup>th</sup> January 2017

Review Date - 10<sup>th</sup> January 2019