



# St Martin's School

## Admissions Policy

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Ratified by: Governors

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### Introduction

The warmest of welcomes to St Martin's Preparatory School and Nursery. Thank you for showing an interest in our wonderful school. We hope you find this explanation of our admissions process helpful in understanding our approach. Should you have any questions or wish to arrange a visit, please do not hesitate to contact us.

### Visit us

We are a unique, small school with a nurturing, family atmosphere and aim to embody this in everything we do right from your very first encounter. Therefore, we do not hold open days, but rather prefer to personalise your experience by inviting you to visit the school on a working day. This personal guided tour allows you to see the reality of life at the school whilst also offering you the opportunity to ask questions and express your child(ren)'s individuality.

To book a visit, please phone or e-mail the office where a member of our team would be happy to assist.

### Assessment

Should you wish to apply for entry to St Martin's School, please complete the registration form and contact us by phone or e-mail to schedule an assessment date and time. The registration fee is £70. As a highly academic school, we have exceptionally skilled teachers and a robust support system that enables us to address any gaps in learning swiftly and ensure accelerated progress; therefore, during assessment, our main focus is on whether children have positive learning attitudes and behaviours that will enable them to excel, before establishing current academic ability. We aim for assessments to be a calm, positive experience, explaining to the children that they are invited for a trial session or day to see if we are a good fit for them and vice versa. Form 1 upwards are invited to spend a full day with their cohort that will encompass both core and foundation subjects, as well as social opportunities.

In EYFS the trial is usually a 30-minute session in which a TA will be with your child while they join the other children in their learning. Ideally these assessments take place over a break time or during continuous provision so that we can observe social interactions as well as learning.

In addition to the trial day, we ask that copies of the child's most recent school report and any relevant health and educational professional reports are shared to enable a full understanding of a child's needs.

### Feedback

Professionals observing the child are asked for their feedback and, within 3 working days, the leadership team will communicate with you to explain our decision:

#### **Offer**

Teachers determined that the positive learning attitudes and behaviour expected were shown and your child has the capacity to achieve successfully in the class.

#### **Waiting List**

We are a small family school with a maximum class size of 18. Our classes fill very quickly, therefore there may be an occasion where if your child would be eligible you would be placed on the waiting list. We will always endeavour to communicate your position on the list.

#### **Conditional offer**

Your child was identified as requiring additional support to access the current level of learning in the class and has been offered a place with the condition of additional support being provided – this will be discussed in detail with individual families.

#### **Further assessment**

On some occasions, children are not ready for an assessment or we are unable to make a conclusive decision. When this occurs, we would explain the reasons fully and you would be invited back for a further assessment.

#### **Offer not made**

If your child is disruptive to the learning of others or does not demonstrate the potential to fulfil our school values, we will not offer a place.

Should an offer be made, you will be sent a 'joining pack' with information about how to accept the offer, school consent forms and other useful information, such as a uniform list, to prepare you for life at St Martin's.