



## 15a - Policy and arrangements for admissions

**St Augustine's Priory is an all-through school for girls ages 3-18 with boys in the Nursery. This policy applies across the School and all ages from Early Years to the Sixth Form.**

### Mission Statement

At St Augustine's Priory we pride ourselves on our richly embedded culture. Our Vision and Values are woven into every aspect of our work. Our mission is:

#### **OUR GIRLS WILL CHANGE THE WORLD**

- We are a Catholic community inspired by the vision of our founders and passionate about shaping a better future.
- We empower pupils with outstanding results, a love of learning and an alternative way of thinking.
- Augustinians are ethical leaders sowing joy, truth and courage.
- In this school freedom and generosity of spirit flourish. We seek a sustainable and prosperous future for all the world's communities.
- We cherish love for our neighbour, welcoming different faiths and cultures. Learning through dialogue we have hearts open to the whole world.

### Introduction

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 Augustine's Priory, whether you are looking for a place in Nursery, Prep-Preps, Preps, Senior School or the Sixth Form. We hold a number of open events across the different phases of the school which give a general introduction to life in our school community. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times.

Please contact, the school's Admissions Team at [admissions@sapriory.com](mailto:admissions@sapriory.com) to arrange a visit or if you have any questions regarding our Admissions procedures

### The Entry Procedure

St Augustine's Priory operates a selective entry procedure. Selection is based upon academic merit and potential, which is assessed through an entry examination at 11+ or internal assessments at other entry points, an interview at the school and references from the candidate's previous school. Our selection process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the school. We seek to make our admissions process as accessible as possible, and it has been designed with the needs of prospective students at its heart.

The usual points of entry are at Nursery, Reception, Year 3, Year 5, Year 7 and Year 12. The school may also have occasional places at other ages. Please contact the admissions department for details.



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Applicants for admission should register by the date specified on the website. This is normally in the Autumn in the year preceding the desired year of admission for Reception, Years 7 and 12 and in the Spring for Nursery, Years 3 and 5.

## Equal Opportunities

The ethos of St Augustine's Priory is founded on the teaching of the Catholic Church. Many pupils are Catholic but we also welcome and learn from pupils of other religious traditions and those of no faith. The school encourages 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. St Augustine's Priory is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background. This enriches our community and is vital in preparing our pupils for today's world. We concentrate on educating the individual, to provide a comfortable and welcoming atmosphere where each individual feels valued and can flourish. We are committed to increasing the number of Roman Catholics we have on roll. In the case of two equal candidates of identical ability competing for a single place, account will be taken of Catholicity.

## Special Educational Needs and Disability

St Augustine's Priory does not unlawfully discriminate in any way regarding entry. The school welcomes pupils with special educational needs and/or disabilities provided we can offer them any support that they require, provide effectively for any additional needs, and that our site can accommodate them. We aim to ensure that all our students, including those with disabilities and/or special education needs, are provided with a safe and inclusive environment in which to learn.

Our policy is to apply our admission criteria to all potential students. We require parents of children with special educational needs or physical or mental disabilities to discuss their child's needs with the School before they sit the entrance examination so that we can make adequate provision for them. Parents should provide a copy of any Educational Psychologist's report, medical report, or other relevant educational reports, if they have one, when submitting the registration form. This is so that the School can assess their child's needs and consult with parents about the adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to access the education offered, and that we are able to ensure their health and safety, and the health and safety of others.

Where a prospective student is disabled, the School will discuss with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if they become a student at the School, to ensure that the prospective student is not put at a substantial disadvantage compared to a student who is not disadvantaged because of a disability. There may be circumstances in which we are not able to offer a place for reasons relating to a child's disability. For example, if, despite reasonable adjustments, we feel that a prospective student is not going to be able to access the education offered, or that their health and safety or those of other students or staff may be put at risk, we may not be able to offer a place at the School.

## The Assessment Process

The aim of the process is to identify potential as well as the ability to access the curriculum at the pace at which it is taught. St Augustine's Priory is looking for academically strong, well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic



curriculum. The school has strong traditions in music, drama, art, community activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

We will seek references from the candidate's current school or nursery in all cases (with the exception of Nursery candidates who are not in an educational setting).

### **Nursery and Reception**

Children are eligible to join the Nursery in the academic term following their third birthday, exceptions may be made for children born in September and early October. Children are observed during a short play session in order to assess their readiness for entry into the Nursery at 3+. They must be able to feed themselves and they must be fully toilet-trained prior to joining our Nursery.

Applicants for Reception places will be assessed in the Michaelmas Term. Using the School's criteria for admission, the girls are observed in a classroom situation and asked to carry out certain tasks individually and in small groups. For entrance into Nursery and Reception we look at candidates':

- Confidence to undertake tasks
- Ability to follow simple instructions
- Communications and language skills
- Fine motor skills
- Social skills

The offer of a place for entry into Nursery or Reception is subject to the successful outcome of the assessment morning and a parental interview with the Headteacher.

### **9+ Admission**

There is an intake of children at 9+ for entry into Year 5. Girls seeking entry into Year 5 will be assessed in literacy and numeracy and will spend half a day or a full day with their cohort participating in lessons on offer throughout the day. A parental interview will also take place with the Headteacher.

### **11+ Admission**

11+ candidates will sit the [11+ Consortium entrance paper](#). They will also take part in the school's Selection Day which will involve an interview, plus a number of different activities designed to display each candidate's individual character, skills and potential.

### **16+ Admission**

Candidates for entry at 16+ are made offers for a place in Year 12 following a successful interview with the Director of Sixth Form, and are conditional on the achievement of good GCSE grades and in particular the subjects proposed for study at A Level. Entry requirements for each A Level subject may be found in the annual Priory Sixth A Level Brochure.

### **Occasional Places / Other Entry Points**



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Candidates at other entry points into the Senior school will sit English and Maths assessments and will be interviewed by the Headteacher. Candidates at other entry points in the Preps and Pre-Preps will be assessed in literacy and numeracy and will spend half a day or a full day with their cohort participating in lessons on offer throughout the day. A parental interview will also take place with the Headteacher.

The dates for the assessment process for the current year are published on our website, together with the dates that results are posted to families and the closing date for acceptances. We will offer places to candidates from our waiting list after the closing date for acceptances.

The overarching aim of the Admissions process is to identify potential. No specific preparation for our Entrance Examinations is needed; all candidates start on an equal footing, with identical opportunities to display their individual character and academic potential.

Pupils are considered for the year group appropriate to their age. An individual would only be placed out of year in exceptional circumstances and at the discretion of the Headteacher.

## Registration and Acceptance of Offers

Before a child can be considered for a place at St Augustine's Priory, a registration form must be completed and returned to our Director of Admissions and Marketing together with a non-refundable fee. Registration forms are available on the website or a link to our online form requested from the Admissions Team.

Offers are made to candidates following successful performance at entrance examination / assessment, interview and receipt of satisfactory references. The final decision relating to admissions is made by the Headteacher. From time to time, additional support may be required to secure a place, for example EAL lessons, which will be charged in addition to fees.

To secure a place, candidates must return a copy of the signed offer letter along with a non-refundable deposit. Parents agree to abide by the School's Terms and Conditions (available on the website) on admission.

Pupils will not be admitted to the School if there are outstanding fees to be paid to another school. Admittance may also be refused if it is found that a parent has deliberately misinformed the school about matters relating to the entrance procedure. A pupil must reside with her parent/s or legal guardian while attending the School, or with someone approved by her parent/s or guardian and the Headteacher.

## Waiting Lists

Candidates will join a waiting list once allotted places for a given class or year are full. Candidates are required to register and pay the non-refundable registration fee in order to join a waiting list. Waiting list places are allocated in order of receipt of registration forms. The only exception is when an immediate place becomes available, in which case candidates who are able to join the school immediately will be given preference.



### Bursaries

Bursaries at St Augustine's Priory are means tested awards offered to exceptional candidates, at the 11+ and 16+ entry points, who meet the School's admission criteria but may otherwise be unable to attend the School due to financial hardship. Both parents are required to provide proof of their income and assets. Application for a bursary is confidential and made through the Bursar. Once awarded, bursaries are reviewed regularly and may be withdrawn, or modified, if circumstances have significantly changed since the bursary was initially awarded or if the pupil concerned is not meeting the standards expected. Families are required to provide fresh information about their circumstances for every year that their child attends the School. Levels of support may vary with fluctuations in income or wealth. Bursary Enquiry Forms are available on the website.

### Scholarships

Scholarships and Exhibitions are assessed on the basis of submissions, interview, reference and assessments. The value of Scholarships is either a fee remission or contribution towards specialist tuition. Catholic candidates can be considered for the Margaret Dormer Scholarship, which is one full scholarship at any one time. Scholarships are awarded until Year 13. Full details are on the website.

At the discretion of the Headteacher, scholarships can be awarded outside the usual application year in the Seniors. The Headteacher can also award a Veritas Scholarship, which cannot be applied for, to pupils who embody Augustinian values.

Scholarships are available as follows:

Type of Award	Age Group
Academic Scholarship	11+ and 16+
Art Scholarship	11+ and 16 +
Drama Scholarship	11+ and 16+
Modern Languages Scholarship	14+ and 16+
Music Scholarship	11+ and 16+
Sport Scholarship	11+ and 16+
Subject-specific scholarships	16+

### Progression through the School

It is expected that girls will automatically move from Nursery to Reception and at 11+ into the Senior School and finally at 16+ into the Sixth Form. Should the School deem that the pupil may not automatically transfer to the next stage, parents will be informed by the School in order to provide plenty of time for an alternative educational setting to be sought.

### International Students



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We welcome overseas students, who can study at St Augustine's Priory, provided that they have the legal right to enter and study in the UK and that they have a relative of responsible adult living in the UK with whom they can live with.

In most cases we would ask that those applying to the School from overseas endeavour to visit the school for their assessment and interview in person. However, where this is not possible a discussion with the Director of Admissions and Marketing should take place in advance so that suitable arrangements can be put in place.

## Sibling Policy

St Augustine's Priory gives siblings priority at assessment. 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 academic environment.

## Fluency in English

In order to cope with the academic and social demands of St Augustine's Priory pupils need to be able to access the curriculum at the pace at which it is taught. The school will direct parents to additional specialist EAL teaching that can be arranged at the parents' expense and may be a condition of the offer of the place

## Other Matters

Pupils will not be admitted to the School if there are outstanding fees to be paid to another school. Admittance may be summarily refused if it is found that a parent has deliberately misinformed the school about matters relating to the entrance procedure .

A pupil must reside with her parent/s or legal guardian while attending the School, or with someone approved by her parent/s or guardian and the Headteacher.

## School's Terms & Conditions

Copies are on the [school's website](#) and will be made available to parents as part of the admissions process. The School's Terms and Conditions are periodically updated and parents are sent the latest version once they are published.

## Complaints

The School's Complaints Procedure is not available for use by prospective parents / students

## Records and Review

Applicants' details will be held on file with due regard to data protection legislation.

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 12 months following an unsuccessful application, but reasons to retain for longer might include, for example, if the parents express an interest in the candidate



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reapplying 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.





### Appendix 1

#### Statement of Policy on Admission and the Payment of Fees

1. Fees are set for the academic year, and details of the fees payable at any given time may be obtained from the Bursar.
2. The fees for each term are payable on the first day of that term unless (a) arrangements have been made to pay fees by direct debit or (b) the Headteacher has previously agreed, in writing, other arrangements for the payment of fees. Those wishing to pay fees by direct debit may obtain direct debit mandates from the Bursar. Cheques should be made payable to St Augustine's Priory.
3. The School's fees are reviewed each year, and any increase will normally be announced in April and shall take effect from September that year. Notice of such increases will be given in writing to pupils' parents or carers.
4. A non-refundable registration fee is payable when a place at the School is applied for. The amount payable, which may vary from time to time, will be set out in the application form.
5. A deposit is payable once a place at the School has been offered, and the offer accepted in writing on the applicant's behalf by their parents or carers. The amount payable, which may vary from time to time, will be set out in the offer letter. The deposit is not repayable if a place that has been accepted in accordance with this paragraph is not taken up.
6. The deposit will be repaid at the end of a pupil's final term at the School and any monies that may then be due and payable to the School (including any fees payable in lieu of notice where notice of the pupil's withdrawal has not been given in the manner prescribed by this statement) will be set against such deposit.
7. Where a pupil is to be withdrawn from the School, the parents or carers of the pupil concerned must give notice of such withdrawal on or before the first day of the final term of attendance. Notice must be given within the time limit defined in this paragraph and must be given in writing to the Headteacher. No other form of notice is acceptable and where notice has not been given in accordance with the terms of this paragraph, one full term's fees are payable in lieu of notice. It is the duty of the pupil's parents or carers to ensure that the Headteacher has received notice of the withdrawal and notice will be taken not to have been given until it has been received. Written acknowledgement of such notice will be sent within seven days of its receipt.  
Cancellation of an accepted place before entry is subject to specific terms and conditions as stated in the Terms and Conditions on the website. Please see section 7 in the Schools' Terms & Conditions.
8. Where fees are due in lieu of notice, the amount payable shall be the same as the fees payable for the last term of attendance, excluding any extras, and any such fees shall become due for payment on the last day of such term. If fees in lieu of notice are paid after the date specified in the preceding sentence, the School reserves the right to charge interest at the rate identified in paragraph 9 below.
9. The School reserves the right to charge interest on fees that are paid after the time specified in paragraph 2 above, or after the time specified in any agreement reached with the Headteacher as to the time of payment, as the case may be. Where interest is so charged, the rate payable shall be the Bank of England's Base Rate plus 2%.





10. Fees, including fees due in lieu of notice, may not be reduced or waived unless such reduction or waiver has been authorised in writing by the Headteacher. In the event of a reduction being so authorised, the reduced fees are payable on the same terms as those set out in paragraph 2 above. No reduction is made if a pupil is absent from School because of illness or for any other reason.
11. The School expects that the pupil will attend every School day unless absence is authorised. Parents or carers of a pupil whose attendance falls below 95% due to unauthorised absence will be considered to be in breach of contract. Detailed information is available in our [Attendance Policy](#).
12. Once a place at the School has been offered and accepted in accordance with paragraph 5 above, the parents or carers of the pupil concerned shall be bound by the terms and conditions set out in the application and acceptance forms previously completed by them. These terms and conditions constitute the contract, governed by the laws of England and Wales, between the parents or carers on the one hand the School on the other and are legally enforceable.
13. References in this statement to a term or terms shall mean (unless the context indicates otherwise) a term or terms as given in the School's calendar, and a term shall include both the first and last days of the term in question.
14. The School may, from time to time, make such amendments to the terms and conditions set out in this statement as may reasonably be required in the event of material changes in the School's operations or structure, or in the event of material changes in circumstances affecting its operations or structure. Any such amendment or amendments will be communicated in writing to pupils' parents or carers as soon as reasonable possible.
15. The obligations set out in this statement to pay fees or to make payments in lieu of notice apply separately to each person who has signed the application form, so that the School may claim against each signatory for the whole amount at any time due and owing to the School.
16. Further copies of this statement may be obtained from the Director of Admissions and Marketing.



## Appendix 2

### Responsibilities

#### **The Governing Body will:**

- Be tasked to ensure that the terms and conditions of this policy are implemented by the school
- Ratify and review this policy as laid down in the School's policy review schedule
- Ensure that this policy is made available to parents and prospective parents, in line with Independent School Standards Regulations.

#### **The Headteacher will:**

- Report termly to the Governing Body in the Headteacher's Report the position with regard to admissions
- Manage the admissions process effectively
- Ensure that the terms of this policy are implemented correctly
- Advise the Governing Body with regard to the development of this policy and its compliance with regulation
- Advise the Governing Body with regard to any financial or legal implications of any matter relating to admissions

#### **All Relevant Staff will:**

- Comply with this policy and implement it at the direction of their line-managers.