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## **ADMISSIONS POLICY**

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(November 2018)

## The School Mission Statement

To live and learn in harmony,  
Caring for each other;  
Treating everybody as a sister and a brother;  
Reflecting Christ's actions and His message too,  
By striving for excellence in all that we do

The Ursuline Preparatory School Ilford is a Catholic Independent School for girls and boys. The Governing Body of the school is responsible for determining and administering the policy relating to the admission of pupils to the school.

### Entry Procedure

The Governors give priority to applications from families whose child is a baptised Catholic. A copy of the baptismal certificate must be available. Applications are welcome from parents of other faith backgrounds and denominations who are seeking a Catholic education for their children and support the ethos of the school. Parents who enrol their children in the school must agree to pupils attending Mass, collective worship and participating in RE lessons.

The criteria used to decide which children are to be admitted are as follows: -

1. Children who are baptised Catholics with a sibling at the school.
2. Children who are baptised Catholics.
3. Children from other faith backgrounds and/or denominations who have a sibling at the school.
4. Children from other faith backgrounds and/or denominations.

Where the order of priority is otherwise equal preference will be given to those whose applications were received first.

Parents are encouraged to visit the school at any time by making an appointment with the admissions officer. The Headmistress is always willing to meet with parents and show them around and discuss any issues.

To apply for a place, parents are asked to complete the appropriate registration form (downloadable from the website) and return it to school together with a non-refundable £25 registration fee and a copy of the child's birth certificate. On receipt of the registration form and fee, an interview is arranged for the parents and child with the Headmistress.

The Ursuline Preparatory School Ilford is not an academically selective 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. To this end, the headmistress reserves the right to decline admission if she feels the child is not suited to the school environment.

Upon admission to the Nursery, children are expected to be dry during the day and use toilet facilities independently. A place in the Nursery does not automatically guarantee a place in the Reception class.

The Ursuline Preparatory School Ilford reserves the right to withdraw the offer of a place at the school if information becomes available that contravenes the criteria for admissions. An appeal may be made in writing to the governors.

If, in the opinion of the school, a child is not flourishing in the school environment because of previously known but not disclosed (by parents or guardians) learning or behavioural difficulties, an alternative educational placement may be suggested.

### **Equal Treatment**

We welcome applications from pupils 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 Ilford is committed to equal treatment for all, regardless of their race, ethnicity, religion, sexual orientation or social background.

### **Individual Learning Needs**

We do not discriminate in any way regarding entry. We welcome pupils with individual learning needs, providing that our learning support department can offer the support that they require. We advise parents of children with special educational, physical or behaviour needs to discuss their child's requirements at the time of application so that we can discuss adequate provision for the pupil. Please see our Special Educational Needs Policy for further information.

### **Final Decision**

An admission panel composed of members of the Governing Body will make a final decision based on the criteria as set down in this policy for admissions to the school.