



# **Admissions Policy**

## **For St. James' School**

**Date: August 2011**

**Annual Review**

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# **ADMISSIONS POLICY**

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## **Statement of principles regarding Admission**

St. James' School embraces the principle of 'inclusion' and recognises this to be a natural development from the Christian ethos on which the School is founded. Children will have equal opportunity to learn and access the curriculum within both the Preparatory and Senior Departments. Children are admitted to School irrespective of gender, culture, ethnicity or religion. The School also embraces the principle of 'inclusion' with regard to children with special educational needs. In practical terms, the School admits children with special needs on the basis of its ability (in terms of staffing, resources and environment) to cater adequately for the child's needs (for example, children with severe disablement may experience mobility problems due to the nature of the old buildings, and the necessary provision will need to be carefully considered). However, special educational needs in themselves do not present a barrier to admission. Please refer to the Disability Policy and Accessibility Procedures.

## **Criteria for admission to St. James' School**

Children are registered for entry into School on the following conditions.

Parents must fulfil the particular terms and conditions of the School:

### **Acceptance**

- 1) A non refundable registration fee of £75 is payable on submission of the registration form for Year 1 pupils and above. A £40 registration fee is payable in advance for Fledglings and Foundation children. Details of this are available from the School office.
- 2) The offer of a place will normally be set out in writing, accompanied by an Acceptance form (to be signed and returned by parents to the School).

### **School Rules**

- 3) Parents will comply with all rules, regulations and customs concerning the School.

### **Fees**

- 4) A deposit of 10% of the first term's fees (held until the pupil leaves the School) shall be payable with the first term's fees. The School reserves the right to use this for any unpaid account of the pupil or their siblings. Parents of overseas pupils will pay a deposit of 1 term's fees.
- 5) School fees are due and payable in advance or by the end of the first day of term.
- 6) Fees are normally reviewed once a year and any increase notified to the parents in writing (at least one term's notice will be given).
- 7) Fees are due on or before the first day of Term. If the fees are not received by this date, a Late Payment Fee of £15 or 1% of the outstanding balance (whichever the greater amount) per week or

part thereof, per pupil, will be charged to cover both administrative and interest charges. Should any part of the School fees remain unpaid by the first day of half term in the term to which the fees relate, the School reserves the right to refuse to re-admit the pupil and the amount unpaid will still remain legally due and owing.

### Cancellation

- 8) **A whole term's notice must be given in writing to the Headteacher** on or before the first day of any term at the end of which the pupil, from the Nursery upwards, is to leave the School or, for the nursery, if they wish to reduce the number of sessions that they are attending. **One full month's notice is required, in writing, for Fledglings pupils to give notice.** This includes a pupil changing from being a boarding to a day pupil.
- 9) Should the pupil be withdrawn without the required notice, a whole term's fees in lieu of notice will become due and payable as a debt to the School.

### Absence

- 10) Where a child is absent for part or whole of a term, the fees will be payable in full.
- 11) If the School is required to close in an emergency, no part of the fees will be repayable.
- 12) Parents are advised to insure against a child's absence.

### Exclusion

- 13) The Headteacher has the right to exclude a pupil temporarily or permanently after a serious breach of discipline. There shall be no refund of fees in respect of the balance of the term.

### Pupil's Possessions

- 14) The School accepts no responsibility for a pupil's possessions while at School – parents/guardians are advised to arrange insurance cover accordingly.

### Medical Matters

- 15) Parents/guardians must keep the School informed of any medical condition or disease or illness from which a child suffers.
- 16) While a pupil is at School, the Headteacher stands in loco parentis in medical matters. The Headteacher will, if possible, consult with the parents/guardians, but has the authority to give valid consent to any treatment recommended by a medical practitioner.

### Miscellaneous

- 17) Parents/guardians must keep the Headteacher fully informed of any Court Order, formal agreement or extraordinary precautions relating to or required for the pupil regulating parental responsibility, residence, contact, responsibility for the School fees or the protection of the pupil.

18) If a parent is not resident in the UK for more than 48 hours during term time, the Headteacher must be notified in writing of the name, address and telephone number of a guardian resident in the UK during the period of absence.

### Fees

Parents will be notified in writing of the fees payable for each term, before registration takes place. Any increase will be notified in writing at least one term in advance.

### Procedure for Admission

- 1) Parents will normally approach the School office/Headteacher to make enquiries.
- 2) Parents will be sent literature about the School. A parental visit is arranged.
- 3) A 'taster' day is arranged for the child. This is also an opportunity for all teachers concerned and the Headteacher to meet and to an informal assessment of the child if this has not already occurred.
- 4) The Headteacher will also request to see the last report from the previous School/placement if this is possible.
- 5) A formal application for registration is made.
- 6) Parents will buy the School Uniform as set out in the Uniform regulations. All items of uniform should be named.
- 7) The child begins School. Teachers are informed of any necessary information relating to the pupil's academic, social or medical development which might have a bearing on the child's progress.
- 8) A formal request is made by the Headteacher's Secretary to the previous School (if any) which the pupil attended.

### Attendance

All children (except in the Fledglings and Nursery) are required to attend full-time.

Parents are requested to apply to the Headteacher in writing for permission to take children out of School for holidays, medical appointments, family occasions etc. Parents are strongly encouraged to try to restrict their holiday arrangements to holiday times rather than during the term. Parents should also notify the School (preferably by telephone early in the session; otherwise in writing) if their child is unable to attend due to illness or other emergency.

Parents are requested not to send their child to School when they are suffering from an illness or infectious condition (such as head lice). Parents should also consider carefully whether children receiving medicines, such as antibiotics, are well enough to attend School. Parents should ensure that any medicines to be given at the School are properly labelled with the pupil's name, dosage and time required. Matron will be informed and then administer any medicines. Parents are responsible for collecting medicines at the end of School. Parents should inform the School if their child has an infectious/contagious condition.