



Admissions Policy

September 2023

ADMISSIONS POLICY

Policy to be reviewed biennially			
Action	Owner	Date	Completed
Reviewed	Head (Sandrine Paillasse)	September 2023	✓
Approved	Education Committee	November 2023	✓
Approved	Board of Governors	November 2023	✓

Date of next review: September 2025

To be published on	
School network	✓
School website	✓

Accessibility notice

To enable easier reading, this Policy is available in a larger font upon request.

This policy applies equally to the Foundation Stage (Reception Class), Key Stage 1 and Key Stage 2

The normal age for admission is either at four years and the first requirement for admission is registration on the appropriate form.

1. General

- 1.1. St Christopher's School is an independent school for girls from ages 4 to 11. The school has about 250 pupils.
- 1.2. Deciding upon the right school for each child is important. The school holds regular open mornings and open evenings. Details of these are published on the school website.
- 1.3. Prospective parents from overseas unable to attend the school's open events are invited to contact the Head of Admissions and Marketing to arrange another time.

2. For entry at 4 years

- 2.1. St Christopher's School is an academically selective school. From September 2024, St Christopher's takes up to 40 children into the Reception class, using an assessment in the January before entry to Reception or 18 months before entry into Year 1.
- 2.2. A waiting list of approximately 10 children is drawn up.
- 2.3. Completed registration forms must be sent to the school prior to October before the assessment.

The result of the test/assessment is sent to parents at a date agreed by all the schools in the area. Parents will be given a deadline by which they must accept the offer. At the point of acceptance, a non-returnable deposit of £1,500 is payable.

3. Sibling Policy

- 3.1. St Christopher's has a sibling policy whereby the registered younger sister of a pupil is eligible for a place in Reception. An exception to this policy would be made, in consultation with parents, where the school feels that a child would not be best placed or thrive at St Christopher's for their primary school career.
- 3.2. There is not a particular type of St Christopher's child; she could be shy, outspoken, introverted, and extroverted... As long as the school feels that St Christopher's would be the best place for the child to achieve her maximum potential, the prospective pupil will be considered.

4. Equal opportunities

- 4.1. St Christopher's school is committed to equal opportunities for all, as outlined in our Equal Opportunities policy. The school welcomes prospective pupils with special educational needs or physical disability.
- 4.2. Admission to the school depends upon an assessment that the prospective pupil meets the criteria required to maintain the educational and general standards for all its pupils commensurate with the ethos to which the school aspires.

- 4.3. The school must also feel reasonably sure that it will be able to educate and develop the prospective pupil to the best of her potential and in line with the general standards achieved by the pupil's peers, so that there is every chance that the pupil will have a complete, happy and successful primary school career, and emerge a confident, well-educated and well-rounded 11-year-old ready for transfer to a suitable senior school. These criteria must continue to be met throughout the pupil's time at the school.
- 4.4. The school's policy is to apply these criteria to all pupils and prospective pupils regardless of any disability of which it is aware, subject to its obligation to make reasonable adjustments not to put any disabled pupil or prospective pupil at a substantial disadvantage compared to any pupil who is not disadvantaged because of her disability.
- 4.5. The school welcome pupils with educational needs, provided that our Learning Enrichment team can offer them the support that they require.
- 4.6. The school asks parents to complete a form in respect of a prospective pupil at the time of application, and advises parents of a child with special educational needs or physical disabilities to discuss their child's requirements with the school before the assessment, so that adequate provision can be made.
- 4.7. In assessing any pupil or prospective pupil the school may take such advice and require such assessments as it regards as appropriate. Subject to this, the school will be sensitive to any requests for confidentiality. The school believes that there is great enhancement of school education and life by this inclusive policy but with equal importance being given to ensuring that no pupil's education is impaired.
- 4.8. The school strives to make the site as accessible as is possible, though the building's architecture does present challenges. The school currently has limited facilities for the disabled. There is a lift available which gives access at the west side of all three levels of the site. Any pupil with impaired mobility might be put at a disadvantage by the layout of the buildings, although the school will do all that is reasonable to comply with its legal and moral responsibility under the Equality Act 2010 and the SEN and Disability Code of Practice 2014, in order to accommodate the needs of prospective pupils who have special educational needs and/or disabilities. The school will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if she becomes a pupil at the school.
- 4.9. A candidate's application will not be prejudiced if a reference is not forthcoming from the current nursery / school.
- 4.10. The school welcomes overseas pupils. Parents will be asked to confirm the pupil's immigration status.

5. Occasional Places

- 5.1. It is rare for places to become available. When such occasions arise, the school contacts families on the waiting list or will host additional assessments for entry at other ages. Parents can contact the Head of Admissions for further details.

6. Procedure

- 6.1. St Christopher's is academically selective. Entry is by assessment. The school's entry procedure is designed to enable children to show their best selves, and to identify potential for children to thrive at St Christopher's.
- 6.2. At 4+, tests align with standards set out in the Early Years Framework. Every child gets the same assessment. The assessment is carried out by the same group of staff. If a child is too anxious to participate in the assessment, a second opportunity will be offered on another day.
- 6.3. The Deputy Head Academic arranges assessments for occasional places in other year groups.
- 6.4. Arrangements may be made, at the school's discretion, for overseas applicants for Year 3 and up.
- 6.5. For all enrolled pupils, the registration deposit will be retained until the pupil leaves the school.
- 6.6. Assessments are under review each year, to ensure they are as valid and reliable as possible.
- 6.7. The school does not offer feedback on a candidate's application and assessment.
- 6.8. Parents are requested to inform the Head in writing of any particular circumstances which might affect their daughter's application.

7. Bursaries

- 7.1. St Christopher's School is a registered charity and is committed to broadening access to the school by offering eligible parents / guardians means tested financial support in the form of school fee discounts. The Bursary Policy details our application process, and the level of financial help families can receive.

8. Admissions Register

- 8.1. An admissions register is maintained in accordance with the Education (Pupil Registration (England) Regulations 2026. The register is maintained electronically by the Head of Admissions and Marketing and regularly backed-up.
- 8.2. The register records:
 - The pupil's full name
 - The pupil's sex
 - Day, month and year of birth of the pupil
 - The name and address of every person known by the school to be a parent of the pupils (was well as an indication of which parent the pupil normally resides with and which parents hold parental responsibility as defined by Section 3 of the Children act 1989)
 - Where a parent notifies the school that the pupil will live at an additional or alternative address, the age and address of the parent with whom the pupil will normally reside in the future and the date from which they will reside at this address.
 - At least one telephone number (preferably two) at which the parent can be contacted in an emergency. In line with safeguarding guidance, all pupils should have at least two emergency contact telephone numbers, at least one for each parent, and where a pupil

only has one parent that parent must be asked to provide two emergency contact numbers.

- Day, month and year of admission or re-admission to the school of the pupil
- Name and address of the last school attended by the pupil, if any
- The name of the destination, or additional, school notified by the parent and the date at which the pupil will first attend In cases where a pupil's name is deleted from the Admissions register, the school will report such deletions within 5 days to the local authority in cases where:
 - the pupil has been removed from the school to be home educated
 - the pupil's family has apparently moved away from the area
 - the pupil is declared as medically unfit to attend school
 - the pupil has been in custody for more than four months
 - the pupil has been permanently excluded

8.3. The school will also inform the local authority when it adds or removes a pupil from the register at a non-standard transition point. This will be done within 5 days of addition or removal from the register. In the cases where a pupil does not return to school after a period of more than 10 days' authorised (or 20 days' unauthorised) leave, the school will not delete the pupil from the register until it has made reasonable efforts in conjunction with the local authority to establish the pupil's whereabouts. In such circumstances the pupil may only be removed from the register with the express permission of the Head after reasonable enquiries have taken place. The school will also notify the local authority in cases where a pupil fails to attend school regularly or has been absent from school for more than 10 days' consecutive unauthorised leave.

9. The school's contractual terms and conditions

9.1. These are available upon request and a copy will be provided to the parents of successful candidates.