



# SARUM HALL SCHOOL

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## ADMISSIONS POLICY

**Date:** September 2024

**Next Review Due:** September 2025

**Reviewed by:** Karen Coles

## **ADMISSION PROCEDURE**

The main intake of pupils is the September after their third birthday when they join the Nursery class (will be known as Pre-Reception from September 2026).

## **REGISTRATION PROCEDURE**

A registration form is available on the School website, <https://www.sarumhallschool.co.uk/registration/> . This should be returned to the School as soon as possible with a non-refundable deposit of £100. After registration, parents are invited to visit the School and have a personal meeting with the Headmistress and a tour of the building. This happens between November and March, two years before entry.

## **TOUR AND MEETING WITH THE HEADMISTRESS**

During the initial meeting with the Headmistress, parents have the opportunity to view the School during the working day and discuss any aspects of the School. Post visit, parents are asked to express in writing their continued interest in the School and the reasons why they think Sarum Hall School would be the correct place for their daughter.

## **ASSESSMENT**

Children applying for a place in EYFS are not assessed.

Pupils applying for a place in Key Stage 1 and 2 spend a half/full day with their peers completing some work to assess their ability and to ensure that the School is able to meet their needs. They will also have a session with the Head of Learning Support. A reference or school report will be requested before an offer is made.

## **CRITERIA FOR OFFERING A PLACE**

The School prioritises sisters, daughters of old girls as well as those who have a significant connection to the school where a space is available.

## **OFFERING OF PLACES**

Places are offered fifteen months before entry into Nursery; it is not possible to defer places.

No child is refused entry because of their or their parents' race, religion or other protected characteristics.

## **DEPOSIT**

A deposit of a term's fees is required to secure a place from Reception to Year 6.

A deposit of a term's fees is required to secure a place in Nursery and this is payable in two stages:

50% on acceptance of the place

The balance of 50% is due seven months before entry

The amount of both deposits is refunded with the pupil's final account.

## **FEES AND BURSARIES**

A list of current fees and optional extras is available from the School Office or on our website. Each term's fees are payable in advance. Payment is due before the first day of term. Interest will be charged on accounts overdue on the first day of the month following the start of term. The School reserves the right to suspend the attendance of any pupil if the current term's account has not been paid.

There is a Bursary Fund from which a limited number of bursaries are awarded to pupils in cases of hardship. Particulars can be obtained from the Bursar.

## **NOTICE OF WITHDRAWAL**

A full term's notice in writing to the Headmistress must be given before a pupil is removed; failing such notice the following term's fees will be payable. Please note that two terms notice is required in Nursery.

## **ABSENCE**

No reduction in fees is made for absence through illness or other causes, but a scheme of school fees insurance is available; particulars may be obtained from the Bursar.

## **TERMS & CONDITIONS**

Please contact the Admissions Secretary for full details of our Parent Contract Terms & Conditions.