



SARUM HALL SCHOOL

ADMISSIONS POLICY

Date:	September 2025
Next Review Due:	September 2026
Reviewed by:	Head

ADMISSION PROCEDURE

The main intake of pupils is the September after their third birthday when they join Pre-Reception class (formally known as Nursery prior to September 2025).

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 £150 excluding VAT. 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

Parents have a tour of the School and then the opportunity to meet with the Headmistress, to 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 place 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 Pre-Reception; 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 £4200 required to secure a place from Pre-reception to Year 6 and 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.

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.

In the event of any conflict or inconsistency between this Admissions Policy and the Parent Contract Terms and Conditions, the Parent Contract Terms and Conditions shall prevail.