



SARUM HALL SCHOOL

ADMISSIONS POLICY

Date:	September 2023
Next Review Due:	September 2024
Reviewed by:	Karen Coles

ADMISSION PROCEDURE

The main intake of pupils is the September after their third birthday when they join the Nursery class.

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 October 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.

Children applying for a place in Key Stage 1 and 2 spend a half/full day with their peers completing some formal work to assess their ability. 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 Nursey; 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.

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 the website. Each term's fees are payable in advance. Payment is due on or 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 by half term.

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 term's notice is required in Nursery and Year 6.

Notice to discontinue an additional private lesson must be given in writing a half term in advance.

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.