



OUR SCHOOL MOTTO IS:

## *Growing in Faith and Knowledge*

### OUR SCHOOL MISSION STATEMENT

St Joseph's Preparatory School is a Catholic School, which was founded by the Christian Brothers and is a place where the staff and governors work to bring the Gospel values into all areas of School life and where prayer, worship and liturgy are seen as meaningful experiences.

Each child is encouraged to strive for the highest possible standards of work and behaviour, whilst learning to live as a well-mannered, self-disciplined and tolerant individual both inside and outside the classroom. The children learn to live as happy and caring members of a School community, which values their unique individual talents, and also the needs of others.

St Joseph's Preparatory School values and nurtures a close partnership with parents and encourages the forming of meaningful links with the wider community. The children are encouraged to take part in extra curricular activities in order to develop an interest in sporting, cultural and recreational activities.

St Joseph's Preparatory School recognises its legal duty to work with Local Safeguarding Children's Board acting on behalf of children in need or enquiring into allegations of abuse.

We recognise that pupils have a fundamental right to be protected from harm and require a secure environment in order to learn effectively.

St. Joseph's Preparatory School's Safeguarding Children Policy follows the guidelines laid down by the City of Stoke on Trent Safeguarding Children's Procedures and "Working Together to Safeguard Children".

Our motto 'Growing in Faith and Knowledge' encapsulates the School's Aims:

- To provide a caring, Christian community, in which individuals can develop fully.
- To strive for excellence in all areas – academic, sporting, musical etc.
- To provide an ethos which brings the Gospel message alive.
- To develop strong community links.
- St. Joseph's Preparatory School has achieved International School Status and is an Eco School.
- We are a Dyslexia Friendly School.

*St Joseph's Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

# Admissions Policy

Co-ordinator: Mrs S Hutchinson  
October 2009  
Reviewed: September 2011

## St Joseph's Preparatory School

### Admissions Policy

St Joseph's Preparatory School is a Catholic Co-educational Preparatory School.

Prospective parents are always welcome to make an appointment and view the school.

Entry to the Nursery and the Pre-Preparatory Department is by interview. Children are encouraged to come into school to spend some time with their peers.

Entry to the Prep Department is by interview. Prospective parents are invited to a taster day prior to final decisions being made about the offer of a place. On this day pupils are tested in Literacy and Numeracy to allow staff to establish a baseline and gain an understanding of the child's levels. Parents are then encouraged to discuss whether or not St. Joseph's Preparatory School is a suitable school for them prior to completion of application form.

On completion of an application form and receipt of the Administration Fee of £20, a child's name will be placed on the respective waiting list.

Once an offer of a place has been made, the parents will be asked to complete the Admission Acceptance Form and forward a Registration Fee:

£100 for the Nursery followed by another request of £250 prior to entry into the Reception class

£350 for entry into all other forms (Reception Class through to Prep 6)

The Registration Fee is held as a deposit and refunded at the end of the child's last term in school.

Other matters which are taken into account in deciding which child can be offered a place at St Joseph's Preparatory School.

- Availability of spaces taking into account the staff/child ratio, the age of the child and the registration requirements.
- When an application is received priority will be given to those children who are siblings of current pupils and then to those who have been on the waiting list longest.
- The school's ability to provide suitable facilities for the welfare of the child.
- We never have discriminated and have no intention in the future of discriminating against any child on the grounds of sex, race, religion, disability, colour or creed.
- The school operates an Equal Opportunities Policy and a Race Equality Policy and adheres to the Disciplinary Act.