



# Admissions Policy

Co-ordinator: Mr D. Hood  
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Review September 2020

## St Joseph's Preparatory School

### **Admissions Policy (staff are notified of regular ISI updates.)**

The Governing Body of St Joseph's Preparatory School understands its regulatory responsibilities and will maintain an effective oversight of this policy, by evaluating its effectiveness, and reviewing and implementing change

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 pupils 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:

£350 for entry into all forms (Nursery 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.
- The School does not discriminate 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.

### Admissions Registers

St Joseph's Prep School recognises that the admissions register is subject to the Education (Pupil registration) (England) Regulations 2006 and this policy is written in accordance to *Children Missing Education* (September 2016) and *Keeping Children Safe in Education* (2019). In line with this the admissions register of St Joseph's Prep School includes the following information about pupils:

- Name in full
- Sex ( this is the birth sex unless the person has obtained a gender recognition certificate-not available to under 18 year olds)
- Name and address of every person known to the School to be a parent of the pupil and/or guardian. This will include an indication of which parent/guardian with whom the pupil normally resides and which parents hold parental responsibility as defined by Section 3 Children Act 1989. It is worth noting that parents holding parental responsibility, even if not actually caring for the child, have a right to receive relevant information from the School in respect of any pertinent matter affecting the child, unless a court order indicates otherwise.
- Where a parent notifies the School that their child will live at another address, in addition or instead, the new address, the full name of the parent with whom the pupil will normally live in future and the date from which it is expected the pupil will normally live there, where it is reasonably practicable for the School to ascertain it, will be given.
- At least one telephone number at which the parent and/ or guardian can be contacted in an emergency and more than one emergency number for the pupil.
- Day, month and year of birth
- Day, month and year of admission or re-admission to the school
- Name and address of previous school, if any
- Indication of boarding or day status
- Name of the destination school (or additional school, in the case of dual registration) notified by a parent and the first date of attendance, where it is reasonably practicable for the school to ascertain this information.

### Procedure

At St Joseph's Prep School the Office is responsible for maintaining the admissions register. This is done using schoolbase. All entries are made electronically and the register can be printed. It is stored electronically. Within Schoolbase the original and amended entries are tracked as well as the name of the person making an amendment.

The following procedures are followed:

- A pupil is included on the register from the beginning of the first day which the school has agreed, or been notified, that the pupil will attend the school. For most pupils this will be the first day of the school year
- The School will inform the local authority where a pupil's name is going to be added or deleted to/from the admissions register at non-standard transitions
- The School will notify the Local Authority of any non-standard admissions within five days of the entry on the admissions register.
- Deletions from the admissions register are regulated. There are 15 official separate grounds for removing a pupil, though not all are relevant to the School (see Appendix A for further details of 12 of these). These are in addition to the terms and conditions of the School's school/parent contract. The School

recognises its duty to inform the Local Authority as soon as grounds for deletion are met and in any event before deleting the child's name.

- The School will provide information to the local authority for standard transitions as requested.
- It is recognised that children missing education may pose a safeguarding issue, especially if leaving the School with no known destination.
- It is recognised that whilst the School has a right to delete a pupil for non-return within 10 school days after authorised absence of 10 school days or more, or after 20 school days unauthorised absence (in both cases in the absence of illness or other unavoidable cause), this can only be enacted after the School and the Local Authority have jointly made reasonable enquiries as to the pupil's whereabouts and failed to ascertain them.
- The admissions register can be printed out if required

**Appendix 1 - Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended in 2016 and as relevant to St Joseph's Prep School.**

1. The pupil has been registered as a pupil at another school, except in cases where it has been agreed by the School that the pupil should be registered at more than one school.
2. Where a pupil is registered at more than one school, and in a case not including death or permanent exclusion, that the pupil has ceased to attend the school and the proprietor of any other school at which the pupil is registered has given consent to the deletion.
3. The pupil has ceased to attend the School and the School has received written notification from the parent that the pupil is receiving education otherwise than at school.
4. In the case of a pupil granted leave of absence, that — (i) the pupil has failed to attend the School within the ten school days immediately following the expiry of the period for which such leave was granted; (ii) the School does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the School and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
5. The pupil is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither the pupil nor the pupil's parent has indicated to the School the intention to continue to attend the School after ceasing to be of compulsory school age.
6. The pupil has been continuously absent from the School for a period of not less than twenty school days and —(i) at no time was the pupil's absence during that period authorised by the School; (ii) the School does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the School and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
7. The pupil is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the School does not have reasonable grounds to believe that the pupil will return to the School at the end of that period.
8. The pupil has died.
9. The pupil will cease to be of compulsory school age before the School next meets and— (i) the relevant person has indicated that the pupil will cease to attend the school; or (ii) the pupil does not meet the academic entry requirements for admission to the School's sixth form.
10. The pupil has ceased to be a pupil of the school.
11. The pupil has been permanently excluded from the School.
12. Where charges remain unpaid by the pupil's parent at the end of the school term to which they relate.