



2.28 ADMISSIONS POLICY (15a)

Queen Mary's School Mission statement.

Ut Serviamus

A Christian community that values, nurtures and respects every individual. A place where all are challenged to do their best, serve others, show compassion and act with integrity.

- **Queen Mary's School.....**
- **Strives for excellence in every endeavour**
- **Loves life and enjoys learning**
- **Nurtures spirituality and personal growth**
- **Respects individuality and embraces diversity**
- **Enhances character and builds resilience**
- **Creates independent young people**
- **Makes strong and lasting friendships**

Queen Mary's School is an independent school for girls from ages 2 to 16, and boys from 2 to 8. The School accepts both day and boarding pupils (Boarders from the age of 7 only). Visits to the School are strongly recommended and therefore the School will host regular Open Days throughout the year, as well as offering individual visits to the School at parents' earliest convenience. Details of Open Days are published on our website. Contact should be made to the School's Head of Admissions, via telephone on 01845 575040 or email on admissions@queenmarys.org to arrange a visit.

Queen Mary's School strives to be proactive in its approach to providing equal opportunities for all children regardless of their home experiences, their current developmental journey, ethnicity, faith or cultural heritage. We hope to achieve this through the use of materials and methods that respect diversity and are free from discrimination and stereotyping. Whilst acknowledging and celebrating our Christian

ethos, we strive to create an environment where pupils are treated fairly without prejudice, where every individual feels respected and valued and a strong sense of justice prevails.

Entry procedures

Queen Mary's welcomes all children and always acts with integrity in regard to the admissions process. Queen Mary's will accept a pupil if the School feels that they can fully meet the needs of the individual and believes that Queen Mary's is the right school for the child.

Early Years

Whilst visiting the Early Years' Department, prospective parents are welcomed and encouraged to spend time within the department, talking with the staff and the children, gaining a feel for the ethos within the provision. Parents may enjoy a brief résumé of the curriculum, be shown samples of work or the most recent photographs; more importantly, they will be soaking up the atmosphere conducive to learning whilst observing children engaging independently.

The Admissions Procedures in the Early Years' Department takes into account the desire to maintain an adult/child ratio of 1:8 and 1:4 for two year olds. The Early Years' Department aims to provide a safe and supportive learning environment. To help parents and children decide on the suitability of the provision, the family is encouraged to spend time in the Early Years' setting, where children are encouraged to engage in the activities whilst parents are free to speak with the staff, being mindful of their primary responsibility to the children within their care. Once the registration formalities (outlined below) have been completed the Early Years' Department will invite the child to return for an introductory session. Depending on the individual family or child, parents may wish to stay with their child, or may wish to leave the child, either for a session or for the full day.

On entry to the Early Years' Department, parents are given a Welcome Pack comprising administrative documents as well as those portraying our values and beliefs.

Years 1 to S2

Children are admitted in any year group up to Year S2 and Queen Mary's School is very fortunate to be able to offer excellent class sizes. Parents are encouraged to visit the School, speak to teachers and pupils and gain further insight into all that a Queen Mary's education has to offer.

Upon receipt of a request, made either by telephone or via the website, a copy of the School's Prospectus will be sent out. This will include a notice detailing current fees.

If a pupil is to be considered for admission, a taster day in school with the year group they might be joining is recommended, then they can experience first hand the Queen Mary's Christian community that values, nurtures and respects every individual. A place where all are challenged to do their best, serve others, show compassion and act

with integrity. Through this experience it is hoped that each pupil will be able to make an informed decision on whether Queen Mary's is the 'right' school for them.

Admission procedures

Applicants for admission are requested to submit a Registration Form to register interest in a particular year group, but please be aware that this does not reserve a place. It is only upon payment of the £500 admissions deposit and signing of the parent contract, that a place will be confirmed. (The registration form is available to be downloaded from the website or from the Admissions Office upon request).

Parents with a child already at another school are asked to discuss the possible transfer with the Head Teacher of that school. Queen Mary's School may not accept a child from another independent school if the desired notice has not been given at that school and if any financial obligations have not been fulfilled.

Before entry, the Support for Learning Department will assess the child's numeracy and literacy to gauge the levels at which the child is working and to diagnose whether extra support or formal assessment is necessary and to ensure that there is continuity in the child's education. The child's progress will be carefully monitored. Reports will also be requested from the previous school.

All pupils confirmed for September admission will be invited to the New Pupils' Day at Queen Mary's in the June prior to starting. Once a child has started, parents are asked to keep in close contact with their child's tutor to ensure that their entry to Queen Mary's School goes smoothly. The pupil's tutor will carefully monitor the child's academic, social and emotional well-being and will be a constant source of support.

All children at Queen Mary's School are encouraged to welcome new children into the School so that each child's transition is a happy and successful one. A girl entering Year 3 or above will be given a 'Good Neighbour' to help support her in her exciting start to life at Queen Mary's.

Equal Treatment for all

Queen Mary's School aims to provide a safe, supportive learning environment free from harassment, in which the contribution of all children is valued and respect for other people is encouraged, with particular regard for the following protected characteristics: disability; religion; race; gender; sexual orientation.

Religious Beliefs

Although Queen Mary's is a Christian community, the School does not select for entry on the basis of religious belief, and it offers the opportunity for other religions to practise their own faith. However, parents should be aware that there is compulsory Saturday morning school for all children in Year 6 and above, and that all pupils are expected to attend religious events held by the School, for example the annual Carol Service.

Queen Mary's School aims to encourage applications from candidates with as diverse range of backgrounds as possible. This enriches our community and is vital in preparing pupils for today's world. Bursarial assistance is available in order to enable for as many pupils as possible to benefit from an education at Queen Mary's School.

Bursaries

The Queen Mary's School bursary programme is designed to make it possible for as many pupils as possible to take up a place. The School aims to means –test all bursaries in accordance with the criteria published on the School's website. Parents are required to complete a confidential application form for assessment of their income and assets. The level of support varies according to parental need; but can extend to full fee remission in cases of proven need.

Bursaries are usually offered for 12 months at a time and are subject to an annual review. Parents in receipt of fee assistance are required to keep the School informed of any major changes to their financial circumstances that may impact on the bursary award. Bursaries are only offered to families who are resident in the United Kingdom.

The School's expectation is that parents, who do not choose to apply for a bursary at the time that their child is being assessed for admission, will not require financial support throughout the time that their child attends the School, except in wholly unforeseen circumstances.

The Bursary Policy can be obtained from the Head of Finance and Estates.

All applications for bursarial assistance should be submitted to the Head of Finance and Estates by 31 December for the following September entry.

Support for Learning

Queen Mary's School does not discriminate in any way regarding entry. The School welcomes pupils with special educational needs and always tries to support every individual according to her particular needs. The School strongly advises parents of children with special educational needs, physical or mental to discuss their child's requirements. Queen Mary's School will endeavour to do all it can to support the child. Where appropriate parents will be requested to provide further medical information or the child's educational psychologist report. The School will work closely with all the appropriate bodies to ensure that the needs of the individual child are met.

Sibling Policy

Most female siblings join us at Queen Mary's School. However, admission is not automatic. A sibling discount of 10% is offered to the second and subsequent girl/girls and is applicable whilst the older sibling is attending the School.

Scholarships

Each year Queen Mary's School offers scholarships for excellence in the following disciplines:

- Academic subjects
- Music
- Art
- Sport

Please refer to the Scholarship Policy document for further information.

OVERSEAS APPLICANTS

We welcome overseas pupils to study at Queen Mary's School as boarders, provided that they have a relative or legal guardian living in the UK with whom they can stay for exeat weekends and other holidays.

Mel Davey

Head of Admissions and Marketing

May 2016

Review date: May 2017