



REIGATE ST MARY'S  
PREPARATORY AND CHOIR SCHOOL

## **Admissions Policy – Reigate St Mary's Preparatory & Choir School**

*This policy is published and made available on the school website: [www.reigatestmarys.org](http://www.reigatestmarys.org)*

*This policy includes our Green Shoots and Kindergarten.*

### **1. Admissions Criteria**

1.1 Reigate St Marys Preparatory and Choir School (RSM) is an independent school providing mainstream education for approximately 370 girls and boys aged 2.5 to 11 years. We welcome applications from pupils of all backgrounds, without discrimination or prejudice.

1.2 Entry is based upon the appropriateness of the school for the child, by agreement between the school and parents or carers.

1.3 The school's criteria for admissions are: a) that the school is able to meet the needs of a prospective pupil without impairing the education of other pupils; b) that there are sufficient vacancies in the appropriate year-group.

1.4 For admissions into Green Shoots and Kindergarten, the school reserves the right to give priority to families choosing Reigate St Mary's not only for our Early Years provision but also wishing their child to remain at the school for Reception and beyond.

1.5 Pupils joining into the Upper School (Years 3-6) will be invited in for a Taster Day during which they will sit age-appropriate assessments. This enables the school to identify and feed back to parents how comfortably the pupil would sit within the pace of learning and attainment levels of their cohort. Families interested in our senior school for Year 7 and beyond can also be provided with an early indication of the likelihood of Reigate Grammar School being the right environment for the pupil's secondary education.

1.6 Reigate St Mary's offers its pupils an exciting and stimulating environment with a wide range of opportunities made available within the classroom and beyond. Our varied timetable, which includes specialist teachers and lessons from the earliest years, requires the children to move around our site and to enjoy the transition from one space to another, often several times in one day. The majority of children flourish within our nurturing atmosphere and rise to the many age-appropriate challenges offered to them. However, on occasion, where individual needs cannot be catered for by the school, recommendation will be made based on the professional experience of the school's senior leaders that a different environment would be better suited to a certain child. Pupils are therefore admitted to the school at the discretion of the Head of Lower School or the Headmaster, whose decisions will be final.

### **2. Age of entry**

Pupils can be admitted to the school at any age (from 2.5 years), providing there are vacancies and the school is suitable for the child.



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### 3. Registration

Parents may register a child at any time via completion of the online Registration and Confidential Information Forms, and payment of a Registration Fee (non-returnable) of £150. Payment of this fee is the first step in the Admissions process and does not guarantee the offer of a place.

### 4. Waiting List

Where demand exceeds places the school will hold waiting lists. Children must be registered in order to join a waiting list. Priority may be given where the child has sibling(s) at either RSM or RGS, along with the date of registration, application for a choral scholarship and any other factor that the Headmaster feels appropriate to each case.

### 5. References, Observation, Assessment & Taster Sessions

For all pupils of any age seeking to enter the school, observation during a Stay & Play Session, Taster Day, shorter Taster Session and/or an informal assessment (for Upper School entry) will be required. Additionally, references/reports from previous settings will be requested where applicable. Admission may be refused if, in the Head of Lower School or the Headmaster's opinion, the school is not appropriate for the child's needs.

### 6. Independent Association of Prep Schools (IAPS)

Where pupils currently at another IAPS school are to be offered a place, in most instances and when practically possible to do so, the Headmaster will contact the Head of the other school to notify them before a formal offer is made. This is in accordance with the IAPS Association code of conduct. In addition to this a written report/reference will be sought. It is therefore important that parents inform their child's current school that they have lodged an application with us.

### 7. Disclosures

Parents must disclose in advance of confirming a place at the school any known or suspected circumstances relating to their child's health, allergies, disabilities, emotional needs or learning difficulties. Failure to do so may result in the withdrawal of the offer of a place. Please see section 5.9 of the Reigate Grammar School Terms and Conditions.

### 8. Special Educational Needs and Disabilities (SEND)

8.1 Reigate St Mary's does not unlawfully discriminate in any way regarding entry. The school welcomes pupils with disabilities and/or special educational needs, provided we can offer them all of the support that they require without unreasonably impacting other pupils' learning or safety, and provided that our provision can cater for their needs.

8.2 The school must feel reasonably sure that it will be able to educate and develop the prospective pupil to the best of his or her potential and in line with the general standards achieved by the pupil's peers. Therefore, if a pupil has special educational needs and/or a disability (SEND) which it is felt that this school could not be appropriately catered for, after consultation with parents or carers, admission may be refused.



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**Special Educational Needs and Disabilities (SEND) cont...**

8.3 We strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with the school in advance of application so that we can assess whether adequate provision can be made available at Reigate St Mary's.

8.4 Parents should provide with the Registration Form a copy of an educational psychologist's or a medical report if they have one. In the case of as yet undiagnosed conditions in very young children, parents should permit Reigate St Mary's to contact former settings for references.

8.5 The school will discuss thoroughly with parents (and their child's medical advisors, if appropriate) the adjustments that can reasonably be made for the child if he or she becomes a pupil at Reigate St Mary's.

Our full and detailed SEND policy is available on our website: [www.reigatestmarys.org](http://www.reigatestmarys.org)

**9. Entrance deposit (including Reception Place Deposit)**

9.1 On accepting an offer of a place at RSM, an entrance deposit of £600 will be required to secure the pupil's place. This will be retained until the end of his or her final term at the school. The deposit once paid is not refundable should the parents withdraw the pupil over one term before admission. In the event of a withdrawal less than one term before admission, a full term's fees, less the entrance deposit, will be payable.

9.2 An additional Reception Place Deposit of £1000 will be payable a year before a pupil moves up from Kindergarten to Reception. This is to ensure that families are committed to an all-through education at RSM, and to enable the school to admit the correct number of pupils directly into Reception. This sum is added to the Autumn Term fee bill in Kindergarten.

9.3 When a pupil joins the school into the Reception year directly, the deposit to secure the pupil's place will be £1600 (£600 plus the additional £1000 Reception Place Deposit).

9.4 Whether 9.2 or 9.3 applies, the Reception Place Deposit (£1000) is refunded in full against the first term's fees in the Reception year.

9.5 Should a family elect not to take up their child's place into the Reception year although the school believes that it is an appropriate setting for the child, the Reception Place Deposit of £1000 is not refundable. In the event of the decision regarding onward progression having been taken by the school, the deposit will be refunded.

**10. Transfer from nursery to Reception**

It is anticipated that pupils will progress on from Kindergarten to Reception, however transition is not automatic and is at the school's discretion. If a pupil's developmental or behavioural needs are such that the school considers that Reigate St Mary's is not an appropriate setting for that pupil, following consultation with parents, onward admission may be refused.



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**11. Terms and Conditions**

All offers of places are made subject to the RGS Group Terms and Conditions, which will be made available to all new families during the Admissions process and via the school website.

**12. Sibling discounts (within the RGS family of schools)**

A discount of 5% of the full fees is provided for each second child, and 10% for each third and subsequent child, educated simultaneously at Reigate St Mary's or Reigate Grammar School.

**13. Reigate Grammar School Transfer**

Reigate St Mary's is proud of its record of performance and progress tracking and therefore the accuracy with which we are able to predict the appropriateness of progression to Reigate Grammar School. We are able to identify with a high degree of accuracy those who will cope with the depth and pace of study at the senior school, and those for whom an alternative senior school would be the best choice.

It has always been a priority to make sure that children leaving Reigate St Mary's go to the **right** school and are never 'shoehorned' into a school where they may struggle or feel out of place.

Therefore, we recommend pupils for places at Reigate Grammar School in Year 5 or at the start of Year 6 based on their ongoing aptitude and tracked academic performance. These pupils do not sit the RGS entrance examinations.

Any families who do not receive this early recommendation will be supported with preparing for other senior schools that in our professional opinion would provide a more suitable environment for their child.

**14. RGS Godfrey Searle Choir Trust**

The Choir consists of 20 Choristers, and the Lay Clerks, professional altos, tenors and basses. Boys and girls are normally accepted into the Choir between the ages of 8 and 11, although girls can be admitted later as they retain their treble voices. Auditions may be arranged by contacting the Head of Choral Music, Talitha Glynne-Jones. Choral scholarships are offered by the Godfrey Searle Choir Trust and continue until choristers leave the choir. The Trust, established by Godfrey Searle in 1940, has the objective of maintaining a choir and educating the choristers. This Choir serves as a choral bridge between both RSM and RGS and nurtures excellent singing in students throughout their school lives.