



REIGATE ST MARY'S  
PREPARATORY AND CHOIR SCHOOL

## **ADMISSIONS POLICY**

Including EYFS

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PREPARATORY AND CHOIR SCHOOL

## Admissions Policy

*This is a copy of the policy published in the Prospectus Supplement and on the school website.*

### **Admissions criteria**

Reigate St Marys Preparatory and Choir School (RSM) is a non-selective school, and therefore entry is based upon the appropriateness of the school for the child, by agreement between the school and parents or carers. The school must also 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, (SEN), which the school feel could not be appropriately catered for, admission may be refused. For pupils seeking to enter the school after the first day of term for the Reception Year onwards, an assessment will be required to ensure the prospective pupil will cope with the programme of study. Again, admission may be refused if, in the Headmaster's opinion, the school is not appropriate for the child's needs.

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.

### **Waiting List**

Where demand exceeds places the school will hold waiting lists. Priority may be given to where the child already has sibling 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.

### **Age of entry**

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

### **Registration**

Parents may register a child at any time. There is a Registration Fee (non-returnable) of £100 which should be sent with the completed registration form. Acceptance of this fee does not guarantee the offer of a place. Deposits of £400 are requested a year prior to the child entering the school.

### **IAPS and References**

Where pupils who are currently at another school within the IAPS association 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.

### **Disability and Special Needs**

The school is open to applications from any prospective pupil with a physical and/or mental impairment. The school's policy is to apply the criteria stated above to all pupils and potential pupils regardless of any disability\* of which it is aware, and not to put any disabled pupil or potential pupil at a substantial disadvantage compared to any pupil who is not disadvantaged because of a disability. All applications will be judged fairly and the school will consider any reasonable adjustments that may need to be made to cater for the child's disabilities. When applying for a place, parents are asked to complete the section of the registration for setting out the nature and extent of any disability. In cases of doubt, parents should consult the school well in advance of any application.

A full and detailed Special Educational Needs/Learning Difficulties and Disability Policy is available from the Admissions Secretary.

*\* For the purposes of this document, disability includes any pupil or prospective pupil whose mobility, hearing, sight or other physical functions are impaired, or who exhibits other special educational needs, such as dyslexia or dyspraxia, or significant behavioural or emotional problems.*

### **Entrance deposit**

On accepting a place at RSM, an entrance deposit £400 will be required 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 before admission. **In the event of a withdrawal less than one term before admission, a full term's fees will be payable in lieu.**

### **Reception Place Deposit**

An additional Reception Place Deposit as shown in the Prospectus Supplement will be payable a year before the pupil moves up to the Reception year or a year before the pupil joins the reception year directly. The Reception Place Deposit is refunded in full against the first terms Reception year fees. Should the pupil for whatever reason not take up their place into Reception Year the reception Place Deposit is not refundable.

### **Terms and Conditions**

All offers of places are made subject to the school's Terms and Conditions, which will be made available to all new families, or which can be obtained in advance from the Admissions Secretary. The Terms and Conditions are available on the school website. Pupils are admitted to the school at the discretion of the Headmaster, whose decision will be final.

### **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 success in the entrance exams to Reigate Grammar School. In short, we are able to say with a high degree of accuracy those who will cope with the depth and pace of study at the senior school and those that are likely to struggle.

It has always been a priority to make sure that children leaving Reigate St Mary's go to the **right** school and are never 'shoe horned' 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 based on their on-going aptitude and tracked academic performance. These pupils therefore do not sit the RGS entrance examinations.

Any children who do not receive this early recommendation will still be allowed to sit the entrance exam. However, the children who are not recommended for places at Reigate Grammar School will be those to whom we would already have been recommending other senior schools, those schools that would suit them better both academically and socially.

### **RGS Godfrey Searle Choir Trust**

The Choir consists of 16 Choristers and the Lay Clerks. Boys are normally accepted into the Choir between the ages of 8 and 10 ½. Auditions may be arranged by contacting the Head of Choral Music. Successful candidates are awarded scholarships which can continue to the age of 13.

### **Assisted Places and other means-tested fee reductions**

Reigate Grammar School Assisted Places are intended to enable gifted children to attend the school even if their parents cannot afford the full school fees. Please contact the RGS Bursar for further information.

### **Sibling discounts**

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 the school.