



REIGATE ST MARY'S  
PREPARATORY AND CHOIR SCHOOL

## ADMISSIONS POLICY Including EYFS

UPDATED	REVIEW DATE
September 2021	1st September 2023
Name of staff member responsible for document:  Jenny Myddleton	



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.*

### **Admissions Criteria**

Reigate St Marys Preparatory and Choir School (RSM) is a non-selective independent school providing mainstream education for approximately 370 girls and boys.

We welcome applications from pupils of all backgrounds, without discrimination or prejudice.

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

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.

Pupils are admitted to the school at the discretion of the Head of Lower School or the Headmaster, whose decisions will be final.

### **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.

### **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 £100. Payment of this fee is the first step in the Admissions process and does not guarantee the offer of a place.

### **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 already 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.

### **References, Observation & 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.



REIGATE ST MARY'S  
PREPARATORY AND CHOIR SCHOOL

### **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.

### **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.

### **Special Educational Needs and Disabilities (SEND)**

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 any support that they require and cater for any additional needs, without impacting other pupils' learning or safety, and provided that our site can accommodate them.

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 the School feel could not be appropriately catered for, after consultation with parents or carers, admission may be refused.

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 or not adequate provision can be made available at Reigate St Mary's.

Parents should provide with the Registration Form a copy of an educational psychologist's report 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 and reports.

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)

### **Entrance deposit**

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



REIGATE ST MARY'S  
PREPARATORY AND CHOIR SCHOOL

### **Reception Place Deposit**

Transition from Kindergarten to Reception is automatic. An additional Reception Place Deposit of £1000 will be payable a year before the pupil moves up to the Reception year from Kindergarten, to ensure families are committed to an education at RSM. When a pupil joins the Reception year directly, the school-wide deposit of £400 (see previous paragraph) will be increased by £1000 to £1400. In both instances, the Reception Place Deposit (£1000) is refunded in full against the first term's Reception fees.

Should the pupil for whatever reason not take up their place into the Reception year, **the Reception Place Deposit is not refundable.**

### **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.

### **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.

### **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 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.

### **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 10 ½. 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 can continue to the age of 13. The Trust, established by Godfrey Searle in 1940, has the objective of maintaining a choir and educating the choristers.