



REIGATE ST MARY'S
PREPARATORY AND CHOIR SCHOOL

ADMISSIONS POLICY Including EYFS

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

This policy is published and made available on the school website: www.reigatestmarys.org

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 and/or a disability, (SEND), 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, observation during a Taster Day and/or an informal 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 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.

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. 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.



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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.

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, and that our site can accommodate them.

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.

Please ask for our full and detailed SEND policy.

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.**

Reception Place Deposit

An additional Reception Place Deposit of £1000 will be payable a year before the pupil moves up to the Reception year from Kindergarten, or a year before the pupil joins the Reception year directly. The Reception Place Deposit is refunded in full against the first term's Reception year fees. Should the pupil for whatever reason not take up their place into the Reception year, the Reception Place Deposit is not refundable.



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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 via 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 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. Successful candidates are awarded scholarships which 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. He bequeathed his house and its grounds to the RGS Godfrey Searle Choir Trust and provided it with an endowment to finance choral scholarships, a legacy which ensures that a great heritage is preserved.

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.