

Queen Mary's School Admissions Policy

General

Queen Mary's is a non-selective school. We do not on entry require any minimum standard of prior scholastic achievement. We welcome those with special educational needs within our competence.

Aims of the Admissions Department

- Queen Mary's School aims to give parents as much information as possible about the school and the education we provide.
- We aim to make each child's start in school both happy and successful.
- We aim to begin a lasting partnership with parents and children.

General Procedures for Entry

Children are admitted in each year group to a maximum of 15 (Years 1-3) and 32 (Years 4 – 11).

Upon receipt of a request, a copy of the school's Prospectus will be sent out. This will include a notice detailing current fees.

Prospective parents are encouraged to make an appointment to see the Headmaster and to look around the school (with or without their child), to watch the children at work, meet teaching staff and experience the ethos and atmosphere of the school. Personal contact is an essential element of the admissions process.

There are no formal entry exams; scholarships are offered at 11+, 12+ and 13+. Details are included with the prospectus. Parents wishing to apply for bursarial assistance must do so by 31st January for the following September entry.

If parents wish to proceed with entry, they will be asked to complete an Application Form and pay a small deposit.

In the situation where there is a waiting list; places will be offered in the order in which the applications were received.

Once a place has been offered, parents are sent a copy of the Terms and Conditions together with a form to be signed acknowledging acceptance both of a place at the school for their child and also of the Terms and Conditions. This is also accompanied by the Admissions Deposit which is refunded when the child leaves.

They will also receive a copy of the Parents' Handbook and termly blue book giving information about the following:

Daily Routines
Academic Matters
Uniform
Absence Routines
Discipline
Communication
Activities and Events
Health Matters

Care of Property
Religious Life of the School
Teacher contact details
Bus routes and driver contact details

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 will not accept a child from another independent school unless the desired notice has been given at that school and all financial obligations have been fulfilled.

If a girl is to be considered for admission we like her to spend a day in school with the Year Group she may be joining so she can see if the school is going to be 'right' for her.

All Girls starting for September admissions will be invited to our New Girls Day in the June prior to starting.

Once a child has started at school, parents are asked to keep in close contact with their daughter's tutor to ensure that her entry to Queen Mary's School goes smoothly.

Early Years Admission

The Nursery at Queen Mary's School accepts children between the ages of two and four years.

Entry into the Reception class is in the September following the child's fourth birthday. Children can be accepted into the school at any time during the school year and will be placed in the class appropriate to their age.

At Queen Mary's we appreciate the need to introduce children into school sensitively. Once a place has been confirmed, the child will be invited into school for a pre-school visit. These visits allow the child to get to know their teacher and other children in the class and to become familiar with the layout of the building and the daily routines.

Parents are welcome to bring their child into the classroom on this occasion, but will be encouraged to leave the child in the care of the teacher after a short while.

Nursery children can attend part or full time at sessions arranged with the Head of Early Years, providing space is available.

Post Foundation Stage Entry

Children may be admitted to Queen Mary's School at any time up to Year 10, providing a space is available. A pre – entry visit will always be arranged if possible. Girls move into the main school at the start of Year 3.

All children at Queen Mary's School are encouraged to welcome new children into 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 her find her way around the school.

The girl's tutor will carefully monitor the child's social and emotional well-being during this period.

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. We also request reports from the girl's previous school.