



Bowdon Preparatory School Admissions Policy

Bowdon Preparatory School is an academically focused learning environment. Admission to Bowdon Prep depends upon a prospective girl meeting the criteria required to maintain and, if possible to improve, the educational and general standards for all its girls commensurate with the ethos to which the school aspires. The school must also feel reasonably sure that it will be able to educate and develop the prospective girl to the best of her potential and in line with the general standards achieved by the girl's peers, so that there is every chance that the girl will have a complete happy and successful school career and emerge a confident, well-educated and well-rounded with a good prospect of achieving future success in the secondary sector and life beyond. These criteria must continue to be met throughout the girl's time at the school. The school's policy is to apply these criteria to all girls and potential girls regardless of any disability of which it is aware, subject to its obligation to make reasonable adjustments not to put any disabled girl or potential girl at a substantial disadvantage compared to any girl who is not disadvantaged because of her disability.

Registration

If a parent wishes to register their daughter at Bowdon Preparatory School or arrange for a visit or an assessment day, then ahead of such a visit an application form must be completed and signed by both parents unless by prior agreement with the school. This form must arrive at the school before any such visit and must be accompanied by the appropriate admissions fee.

Foundation Stage and Key Stage One (Kindergarten to Year 2)

There are no formal assessments or testing arrangements for entry into the Foundation Stage or Key Stage One. Children are invited to the school for a morning or a day's visit to allow them to familiarise themselves with the school's surroundings and to see for themselves what it might be like to be a pupil at the school. It is also important that the Headmistress can make a judgement whether or not a child is likely to benefit from the education on offer within the context of the school's stated aims, ethos and behaviour policy.

Key Stage Two (Years 3 to 6)

Admission to the school from Year 3 onwards is conditional upon an assessment day whereby both the parents and Headmistress will discuss whether or not a child is likely to benefit from the education on offer within the context of the school's stated aims, ethos and behaviour policy and only confirmed upon receipt of a report from the pupil's current school. The process will usually involve a meeting with the Headmistress, basic reading, mathematics and reasoning standardised testing. In the event of a place not being made the Headmistress will make an explanation to the parents, in writing if requested, as to the reasons why it was felt that such an offer was not deemed appropriate.

Allocation of places

Places are allocated on a first come, first served basis and at the discretion of the Headmistress. In the event of a year group being full, if the parents so wish and subject to a satisfactory pupil visit, the school will place a child on a waiting list.

Siblings and children of former pupils

The Headmistress will, whenever possible and subject to availability, give preference to siblings of pupils already at the school and to children of former pupils provided that those parents have indicated on the registration form that this is the case.

Waiting list

The waiting list will be maintained in strictly chronological order by date of registration. From time to time however the Headmistress reserves the right to offer places to siblings and to a girl not at the top of the waiting list as per paragraphs above.

Deposit to confirm the offer of a place

When a firm offer has been made, parents will be invited to complete a registration form to confirm their acceptance of the place and will be asked to pay a deposit of £500 to secure the place. This deposit is non-refundable in the event of the child not subsequently taking up the place as arranged. Once a pupil has enrolled in the school the deposit will be deducted when they leave the school in Year 6 and refunded subject to any and all financial obligations being met by the parents. Where there are more siblings enrolled in the school at any one time the school will not request a deposit for any sibling. In such a case the deposit paid in respect of the first sibling who leaves will be allocated to the then remaining second sibling and so on.

Payment of fees

Fees are due on or before the first day of each term. Any instalment plan agreed to by the school must be adhered to as regards timing, frequency and method of payment as a condition of instalments being accepted. Late payment of fees may incur a surcharge of 10%. Fees unpaid by half term or more than two weeks after a reminder has been issued, whichever is the earlier will result in the suspension of the pupil unless prior written agreement has been secured for postponement of payment. Exclusion of a pupil whose fees have not been paid will result in appropriate action being taken to recover the debts and the costs of recovery.

Withdrawal

All parents are bound by the school's Terms and Conditions as accepted **at the time the deposit is paid**. A full term's written notice of withdrawal of a pupil or a full term's tuition fee in lieu is required. Notice must therefore be given on or before the first day of the pupil's final term. Notice of intention to withdraw part way through a term will incur the liability to pay the fees for the next term in full. In exceptional cases, where there is a valid reason for uncertainty about the Pupil's future at the School, the School may accept provisional notice of the Parent's intention to withdraw the Pupil from the School. This is only valid for the term in which it is given and a term's notice is still required.

Provisional notice must be given in writing and acceptance is at the Head's discretion. The Head reserves the right at any stage during the term in which provisional notice has been given, to require the Parents to confirm in writing that the notice is to become unconditional.

Any request to waive all, or part, of the due fees in lieu of notice through financial difficulty must be supported by documented evidence which will be considered by the Bursar.

If a parent decides to withdraw their child before enrolment, written notice must be received by the first day of the preceding term or fees will become due in lieu.

Disability

The school will consider applications on behalf of children with a disability and will consider carefully whether enrolling the child would be appropriate and in the child's best overall interests having regard to the level of care required, the practicalities of making any particular and reasonable adjustments, the available resources and, where relevant, any health and safety issues.

Monitoring

The school governors are responsible for monitoring the impact of this policy. This policy will be review as necessary and on an annual basis.

Date of update	(U) Updated (R) Reviewed by	How was updated disseminated	Parents informed	Policy on website
28/9/16	H. Gee (U)	Teacher drive – staff briefing	No	Yes
	Governors (R)			