

Grace Dieu Manor School

Admissions Policy

School Statement

Grace Dieu Manor School is a co-educational Catholic day school, founded by, and in the trusteeship of the Fathers of the Institute of Charity (Rosminians). Our vision at Grace Dieu Manor School is to educate young people in the spirit of the Gospel and the traditions of the Catholic Church, seeking to nurture the God-given talents and potential of each individual in order that each one may become a confident, responsible and useful member of society. While we operate quite clearly as a Catholic school, we welcome children of other denominations and faiths whose parents feel that they can share in, and benefit from, the ideals and environment of our school.

Process for Application

Most prospective pupils and their parents will have their first introduction to Grace Dieu Manor School either by attending one of the Open Days or by visiting the school individually and being shown around by either the Headmaster or one of his Deputy Headteachers.

When parents feel that a place at Grace Dieu Manor School is a strong, possible choice for their son/daughter, then they are encouraged to register.

Registration

Parents interested in applying for a place for their child at Grace Dieu Manor School are invited to register their intent. A Registration fee of £50 (UK) is payable for all pupils of whatever age. This fee covers the administration of registration and assessment/pre-school visit.

Parents may register a son or daughter at any age on the understanding that completion of the registration form and payment of the non-refundable registration fee does not constitute a contract for admission. After completion of the registration process, the admission procedure depends on which level the pupil is entering the School (see below). The Headmaster reserves the right, without stating any reason, to cancel any registration.

The School should be notified of any change of address and telephone number. Offers of places are subject to availability and the admission requirements of the School at the time offers are made. A copy of the current edition of the standard terms and conditions, together with other relevant school publications such as Parents' and Pupils' Information Handbooks, will be supplied on request.

Admission Criteria

The following criteria are used to determine a pupil's suitability for admission:

- The pupil is from a Catholic family, or from a family sympathetic to the Christian, Rosminian ethos of Grace Dieu Manor School;
- Performance in the School's entrance examination/assessment (see below for details);
- Extra-curricular talents and interests;
- A positive report, where relevant, from the applicant's present school;
- The family has shown an interest in sending their son/daughter to Grace Dieu Manor School as demonstrated by attending an Open Day and/or by arranging an individual visit;
- The presence of a sibling already in the School or previous family connections;
- In all circumstances, the School's aim is to admit pupils with the academic ability and other qualities to be happy and to gain the maximum benefit from the curriculum and extra-curricular opportunities available at Grace Dieu Manor School.

The Headmaster is ultimately responsible for all decisions relating to the admission of pupils, and he must judge whether or not a child is likely to thrive in the Grace Dieu environment. He will have the Admissions Committee, (made up of at least one Foundation Governor and two other Governors) to assist him if admissions questions arise where the best way forward for the child is unclear.

If there is a waiting list for entry to a particular age group, applicants will be considered strictly according to the fulfillment of the criteria and according to the date order of registration for each child. All offers of places are made in writing, either by the Headmaster, or by his Secretary acting on his behalf.

Entrance Examinations/Assessment Procedures

Foundation Stage (3-5 year olds)

Children spend a half-day in school and are informally assessed during this time. The criteria, as clearly stated to the parents, focus upon:

- Ability to integrate into the school environment and,
- Being toilet-trained

Key Stage 1 (Years 1 and 2)

Children usually spend a day in school. During this time, more or less formal assessments will take place in Literacy and Numeracy, and the level of those will be at the discretion of the Head of the Pre-Preparatory Department and Deputy Head (Academic). Again, the child's potential for settling into Grace Dieu life is assessed.

Senior School (8-13 year olds)

Years 3 & 4: children spend half or a whole day in school and, during this time, have assessments in English, Mathematics and Verbal Reasoning. We also look carefully at how the child integrates into the group.

Years 5 - 8: children spend half or a whole day in school and, during this time, take examination papers in English, Mathematics and Verbal Reasoning. We also look carefully at how the child integrates into the group.

Sample assessment papers are not made available in advance.

Deposit

On acceptance of an offer, a deposit of £200 for pupils entering the School is payable on entry to all stages of the school. The Deposit is not refundable if the pupil subsequently fails to take up the place. As fees are payable termly in advance, the Deposit will be held until the pupil leaves and may be used to offset charges incurred during the final term. Any balance remaining will be refunded at that time.

Internal Scholarships

Internal academic scholarships are offered to Year 6 pupils as they move into Year 7. Following these demanding tests, financial assistance may then be available to a small number of pupils over their final two years at the school.

Bursaries

A limited fund to support Bursaries in the school is available for use by the Headmaster. The Finance Committee of the governing body oversees the usage of this fund.

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