



## **Admissions Policy**

*School Mission Statement:*

***“Learning and growing in  
the light of the gospel”***

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# **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. Although non-selective the School sets high standards and expectations so that pupils achieve their academic potential, personal development goals and involve themselves in the co-curricular life - including Collective Worship of the School. Gender, race or colour are not barriers preventing admission to Grace Dieu nor are they used as criteria for entrance. We do stipulate that a necessary condition for admission is that a prospective pupil is able to access the School's curriculum and the physical complexity of the School's buildings without excessive support or intervention.

## **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 Headmistress or one of her Senior Management Team.

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 £75 (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 Headmistress 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 presence of a sibling already in the School or previous family connections;
- 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;
- 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.
- In exceptional circumstances the School may refuse entry to a pupil whose educational special needs are considered by the School to be beyond those which we can provide through our own Learning Support Department.

The Headmistress is ultimately responsible for all decisions relating to the admission of pupils, and she must judge whether or not a child is likely to thrive in the Grace Dieu environment. She will have the Admissions Committee, (made up of at least one Foundation Governor and two other Governors) to assist her 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 Headmistress, or by her Secretary acting on her 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,
- Our preference is that a child be toilet-trained for entry into these year groups – this does not apply to the Nursery. *(The School recognises its obligation as outlined in The Equality Act 2010. A delay in achieving continence can be considered a disability. It is therefore not acceptable to refuse admission to School to children who are not yet 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 members of the SMT. Again, the child's potential for settling into Grace Dieu life is assessed.

## **Senior School (8-11 year olds)**

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

Years 5 - 6: children spend half or a whole day in School and, during this time, take examination papers in English, Mathematics (PIRA & PUMA). We also look carefully at how the child integrates into the group.

A Lucid Exact assessment is undertaken which is a diagnostic tool. The results, in the form of graphical profiles and individual response records show a pupil's strengths and weaknesses in comparison with national norms.

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. 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.

## **Bursaries**

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

(Reviewed MK August 2017)