ST WINEFRIDE'S SCHOOL
Founded 1868

St. Winefride's Admissions Policy

Mission Statement

Our aims are:

- **To educate the whole child in a caring and Christian atmosphere.**
- **To encourage our children to reach their full potential, mentally, physically, socially, and morally.**
- **To emphasise kindness, care, mutual respect and unity.**
- **To promote an awareness of the need and religious beliefs of others. This will enable them to become responsible citizens and an asset in any community.**

Statement of intent

St. Winefride's RC Independent School is committed to ensuring progress and positive outcomes for all pupils, regular attendance at school is important in achieving this. A pupil's education is one of the most important parts of their life, and at St. Winefride's, we endeavour to ensure all pupils have access to a robust and well-rounded curriculum. This policy outlines the school's procedures for admissions. The process is fair and in-keeping with the School's obligations under the Equality Act 2010 and the Education Act 1996. The School promises to provide all admitted pupils with a safe environment to learn and develop.

Roles and responsibilities

The School is the admissions authority and is responsible for establishing fair admissions arrangements for potential pupils which are in line with the Equality Act 2010.

The Board of Trustees is responsible for:

- Ensuring there is a robust appeals procedure in place, in the event of a parent appealing the decision to not offer their child a place at the School.
- Ensuring that all provisions are fair and do not discriminate against any protected characteristic.
- Ensuring any appeals made on the grounds of discrimination against disability will be handled by a tribunal.

The Headteacher is responsible for:

- Collaborating with the Board of the School to agree on set admissions arrangements for the School.
- Establishing the admissions arrangements for the School within this policy.
- Ensuring this policy is approved by the Board before being circulated to key stakeholders.

Admissions Procedure

All applications to the School will be made in writing via the School's application form – application forms can be obtained by contacting the school office at: reception@stwinefridesircs.co.uk

Parents should submit an application form and pay a £180 registration fee (inc.VAT) to the School no later than the June before the new admissions year. Incomplete (including missing information) or missing forms will not be considered, and the application will be unsuccessful.

Any questions regarding the form or the admissions process in general will be answered by the School Office, who can be contacted on 01743 369 883.

Children of all religious denominations and ability are welcome. There are no entrance exams, and prospective children and parents are strongly invited to book an appointment to come and have a personal tour to see the School in action. **Bursary requests are invited and will be reviewed and considered by the Headteacher on application.**

Any missing or delayed payments may subject a child to lose their place at the School and will also incur an immediate late payment fee of £100

The termly fees for the School are as follows:

Phase	Registration	Autumn term	Spring term	Summer term
Reception	£180	£2250	£2250	£2250
Years 1 & 2	£180	£2475	£2475	£2475
Years 3, 4, 5 & 6	£180	£2595	£2595	£2595

- **There is an additional 25% surcharge for all international students**
- **All fees from 1st January 2025 are subject to an additional 20% VAT**

All fees must be paid in full on the following dates:

- **Registration fee: to be paid when application form is sent in**
- **Autumn term: by the first day of the term**
- **Spring term: by the first day of the term**
- **Summer term: by the first day of the term**

Nursery funding is available for children entering the Kindergarten and can be claimed for the duration of their time in Kindergarten. Parents can claim up to 15 or 30 hours per week, subject to all relevant paperwork having been completed and approved by the School. Parents will receive a bill for any additional payments over and above the funding.

The School reserves the right to withdraw an application at any stage if the application is fraudulent or misleading.

The School will ensure children with SEND are supported where possible and the School will not refuse a child admission on the basis of any SEND they have. The School puts in place reasonable adjustments where necessary to accommodate for children's additional needs throughout the application process. If the School believes it cannot provide a child with sufficient support, their application for a place at the school may be denied. This is with the child's best interests in mind, and the school will communicate any grounds for rejection with the child's parents.

Parents are asked to share any reports or documentation that has been produced in regard to their child, before their child starts at the School.

Assessments by external agencies will incur a cost to the parents.

The Admissions Register

The School will keep an up-to-date admissions register of pupils in attendance at the School.

Monitoring and review

This policy will be reviewed regularly by the Headteacher. All changes to the policy will communicated with all relevant stakeholders.

The next scheduled review date for this policy is **July 2027**.(or sooner if required)