



Old Vicarage School

Admissions Policy & Procedure

This policy applies to the whole school, including the EYFS (Early Years Foundation Stage).

This policy should be read in conjunction with the following policies: Accessibility, Behaviour, Discipline & Sanctions, Equality of Opportunity, Individual Needs and English as an Additional Language (EAL).

Old Vicarage School is an independent pre-school and prep school for girls aged 3 to 11 years which welcomes girls regardless of their nationality, religion or ethnicity. Our pre-school, 'Little Vic', is located on a separate site just a few minutes' walk from the main school building on Richmond Hill.

From September 2022, the pre-school year will be the entry point for all new pupils to Old Vicarage School. Places in the Reception year upwards will be available on an occasional basis only. Please see the 'Procedure for admittance into other year groups' in this policy.

The School is non-selective for entry to the Little Vic and minimally selective thereafter. Places are offered in order of registration with priority being given to girls with sisters already at the School.

Admissions to Old Vicarage School from September 2022 onwards

Girls are eligible to join Little Vic in the September after their third birthday. During the first two terms they may choose to attend on:

- Five mornings per week; or
- Five mornings and three afternoons per week; or
- Five full days per week

In the third term, all the children are expected to attend for the full pre-school day. At the end of the academic year, the girls will move automatically into the Reception year at Old Vicarage.

Parents can register their daughters at any time from their date of birth onwards. Registration must take place before a visit can be made to view the School. A non-refundable registration fee of £100 is payable.

Following registration, parents will be advised that their child's name has been placed on either the confirmed place list or, if Little Vic is fully subscribed, the waiting list.

Before any formal offers of a place are made, parents whose daughters are registered will be invited to attend any one of a number of Open Mornings which are normally held in the Autumn and Spring Terms. They will have a tour of both Little Vic and Old Vicarage School and there will be an opportunity to meet the Head and existing parents and staff. Parents may then make an appointment for an individual meeting with the Head of Old Vicarage during the Spring Term, about 20 months before their daughter is due to start.

Approximately 18 months before the date of entry, the parents of girls on the confirmed list will be asked to confirm that they wish to their daughter to take up her place. A deposit of £3,000 will be required to secure the place. £1,500 will be credited towards the first year's fees at the Little Vic and the remaining £1,500 will be returned, without interest, when the girl leaves at the end of Year 6.

Any remaining places will be offered to girls on the waiting list. Siblings will be given priority and then places will be offered in order of registration. If the School is unable to offer a girl a place, parents will be asked if they would like their daughter's name to remain on the waiting list. Parents will be contacted as soon as a place becomes available.

Admissions to Little Vic (pre-school) in September 2021

Parents who are interested in a place at Little Vic in September 2021 should contact the Registrar. Please refer to the specific entry procedures detailed below.

Procedure for girls with a *confirmed offer* in the Reception year at Old Vicarage

Parents of girls who have a confirmed offer in the Reception year starting in September 2022, are eligible for a guaranteed pre-school place at Little Vic provided they have already paid their £3,000 deposit. However, attendance at Little Vic is not obligatory for these girls and their confirmed place in the Reception year will be honoured regardless.

Registration for Little Vic will be free and £1,500 of the deposit they have paid to secure their Reception year place will be credited against their pre-school fees at a rate of £500 per term. The remaining £1,500 will be returned, without interest, when their daughter leaves Old Vicarage at the end of Year 6.

Procedure for girls on the waiting list for a Reception year place

Parents of girls who have paid their £100 registration fee and are on the waiting list for a Reception year place may apply for a pre-school place at Little Vic. Although attendance at Little Vic will not guarantee a place in Reception in September 2022, parents of waiting list girls who do attend Little Vic will be given priority.

Parents who are offered a place at Little Vic will need to pay a deposit of £3,000 to confirm the place. £1,500 will be credited towards their pre-school fees at a rate of £500 per term. The remaining £1,500 will be returned, without interest, when their daughter leaves at the end of the pre-school Year. If they secure a place in the Reception year, this deposit will be retained by the School and returned, without interest, when their daughter leaves Old Vicarage at the end of Year 6.

Procedure for girls who do *not* have a confirmed offer or waiting list place for the Reception year.

Parents who do not already hold a confirmed or waiting list offer for a Reception year place in September 2022, may register their daughter to attend Little Vic commencing September 2021 before moving her on to another school.

Registration is required before a visit can be made to view Little Vic and parents will be asked to pay a non-refundable registration fee of £100. Following registration, parents will be sent a letter confirming whether their daughter has a confirmed place or is on the waiting list.

Before any formal offers of a place are made, parents will be invited to attend an Open Morning at Little Vic. They will be given a tour of the premises and there will be an opportunity to meet the Head and staff. If the place is confirmed, parents will be asked to pay a deposit of £3,000 to secure the place. £1,500 will be credited towards their pre-school fees at a rate of £500 per term and the remaining £1,500 will be returned, without interest, when their daughter leaves Little Vic.

If the School is unable to offer a place at Little Vic initially, parents will be asked if they would like their daughter's name to remain on the waiting list.

Procedure for admission into other year groups (Reception to Year 6)

Parents who are interested in a place for their daughter in any year group other than the pre-school at Little Vic should contact the Registrar. If an occasional place become available, the parents at the top of the waiting list for that year will be contacted.

Depending on her age, the child will be invited to spend at least a morning at the School. During that period, teaching staff will undertake relatively informal assessments to consider whether she will fit comfortably into her cohort and will be able to access and benefit from the education provided. The nature of the assessment will vary according to the age of the child. The two most recent reports from her previous school or nursery will be requested.

Following a meeting between the parents and the Head, if it is felt appropriate, a place will be offered.

Accessibility

Old Vicarage School strives to be accessible and is proud to welcome and embrace girls with mild individual needs, EAL (English as an Additional Language), learning difficulties and/or physical disabilities which can be accommodated within the confines of a Grade 2* listed building.

It is the responsibility of parents to make the School aware, at registration, or before accepting the offer of a conditional place, of any known disability or special educational need (including EAL) which may affect their child’s ability to benefit from the education provided at the school.

However, should there be circumstances in which the School has made all reasonable adjustments and exhausted all appropriate strategies but remains unable to meet the child’s individual needs, the parents may be required to withdraw the pupil from the School. Under such circumstances, fees in lieu of notice will not be charged and any deposits held will be credited after any outstanding charges have been deducted.

Bursaries

Applications for bursaries should be submitted to the Bursar and will be discussed with the Head and the Governing Body.

Signed: **Clare Strickland**
Position: Head
Revised: April 2023
Review date: April 2024

Christian Heidl
Chair of Governors