



Admissions Policy

This policy also applies to the Early Years' Foundation Stage and Education (Independent School Standards) Regulations 2014

Introduction

St Margaret's School is an independent school for girls between the ages of 4 and 16. Entry to the school is selective, but not ruthless. Our selection procedures aim to identify girls who have the potential to benefit from and flourish in the educational environment we offer. These girls will not, necessarily, be the ones who score the highest total of marks in formal assessments. Judgements on whether we can offer an individual girl a place will be based on: the assessment appropriate for her age group, an interview (where relevant), references from her previous school, and the discretion of the Principal. Further details of our admission criteria are outlined in a separate document.

Equal Treatment

We welcome girls regardless of ethnic origin, religious persuasion or social background. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our school community and the rights and freedoms of others. All candidates for admission will be treated equally, irrespective of race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, orientation, property, birth or other status.

Disability and Special Education Needs

The School has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under the *Special Educational Needs and Disability Act 2001* in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the school can cater adequately.

The School needs to be aware of any known disability or special educational need which may affect a child's ability to take full advantage of the education provided at the School. Parents of a child who has any disability or special educational need should provide the School with full written details at registration, or subsequently, before she takes the entrance examination or at interview. The School needs this information so that, in the case of any child with particular needs, we can assess those needs and consult with parents about the adjustments which can reasonably be made to cater adequately for the child's needs both during the admission process and if an offer of a place is made. If a child normally qualifies for extra time in examinations at her school, we will offer her the same opportunity when taking St Margaret's admissions' tests. (Evidence may be required that this is the case).

Similarly, if special educational needs or a disability become apparent after admission, the School will consult with parents about reasonable adjustments that may allow the child to continue at the School.

Admission Procedures

Entry to Reception, Years 1 and 2

Parents who have registered with the school are invited to bring their daughters to the school for an assessment with the Reception teacher. This takes place in the Autumn and Spring terms preceding the September of entry.



Places in Years 1 and 2 are offered if space is available, following an assessment with the relevant form teachers. Reception, Years 1 and 2 will usually have approximately 12 pupils in each class.

Entry to Years 3 and 4

Places are offered in Years 3 and 4 on the basis of tests in Mathematics and English, usually administered by the class or subject teacher. There will be a maximum of 16 pupils in the class.

Entry to Years 5 and 6

Places are offered in Years 5 and 6 on the basis of tests in English and Mathematics. A pupil will only be accepted into the school at this stage if she is considered to be a suitable candidate for transfer to the senior school at the end of Year 6. There will be a maximum of 16 pupils in each class.

Entry to Year 7

External candidates will take entrance tests in English, Mathematics and Verbal Reasoning. These tests will take place at the school in January for entry the following September. An interview with the girl and her parent(s) may also be arranged. References will be required from the applicants' current schools.

Entry into Years 8, 9 and 10

Girls may take entrance tests to the school at any time, provided there are spaces. Applicants will be tested in English and Mathematics. Entry to Year 10 will be on the basis that the entrant's chosen options match those of the current Year 10, and entry to any of Years 8, 9 and 10 will depend on satisfactory performances in the English and Mathematics papers.