



Saint Pierre School,
16 Leigh Road, Leigh-on-Sea, Essex SS9 1LE

Admissions Policy

Policy Owner (Position)	Last Updated By (Name)	Date of Last Review	Date Next Review Due
Headmaster	Peter Lane	20 Aug 25	20 Aug 26
Read in Conjunction with: Admissions Policy Attendance & Children Missing from Education Policy Fee Payment Policy			

Policy Statement

Saint Pierre School welcomes applications for admission from pupils of all backgrounds. This policy applies to all pupils. We admit pupils with an additional educational need and/or disability provided both parents and school conclude that we can provide appropriately for the child's specific needs.

Enquiries

All enquiries and applications should be made to the Main Office Staff who will ensure that applicants have all necessary information.

Visits

Prospective parents are encouraged to visit to see the school in action and to meet the Headmaster and Proprietor. Open days are an opportunity to tour the school on an informal basis. Alternatively, you might like to make an appointment for a personal tour. Please contact the Office to arrange this.

Registration

Following a visit, parents wishing to register their child should complete a Registration Form and return it with a payment for the registration fee. The registration fee covers the cost of administering the registration procedure, including the waiting lists and is non-refundable. Registration is an indication of interest and is not a guarantee of a place.

The school will respond by confirming that the child's name has been placed on the admission list for the relevant term and year. If the year group is fully subscribed, they will be placed on a waiting list. A place is confirmed once a formal offer has been made by the school and a deposit has been received in return.

Interview

Potential pupils are normally 'interviewed' informally during their tour and on their taster day. At the school's discretion testing and a formal interview may also be conducted.

Taster days

We prefer that children attend Taster Days as an opportunity for them to visit their proposed year group and participate in lessons and activities. In certain circumstances the school may make attendance to a taster day mandatory.

Probationary Period

When a child starts at the school there is a probationary period during which the school reserves the right to remove pupils who, in the opinion of the headteacher, are not suitable for the school. The probationary period is normally one week and two weeks in the case of a pupil who did not attend a Taster Day. In the case of the school asking a pupil to leave during this period all fees, except the application fee, will be refunded.

Transition through year groups

It is anticipated that all pupils will transition through the school and reap the rewards of the education on offer. Should this prove not to be the case, parents will be informed of any concerns at the earliest opportunity and at the latest before the end of the Spring Term if there appears to be any reason why the pupil may be refused a place in the subsequent year groups. In rare cases it may be that a pupil's progress or behaviour means that transfer to the next stage of the school is not deemed appropriate.

Allocation of places

In the event that the number of children registered for any year group exceeds the places available, the following priorities will be applied:

- Children of staff members
- Children with siblings attending the school

Saint Pierre School aims to educate students who have a commitment to their work and will benefit from the structures operating at the school. A reference for each student seeking admission will be sought from the current school (where applicable). This will be in the format of a questionnaire that will be simple for the school to complete but will give specific information enabling Saint Pierre School to make judgments on the suitability of each child.

Equality

The school pays due regard to the Equality Act 2010 and reasonable adjustments are made for pupils with special educational needs and/or disabilities. Subject to our entry requirements

being met, we welcome pupils with special educational needs or physical disabilities. We advise parents of children with special educational needs and/or physical disabilities to discuss their child's requirements with the school before registering for a place. This will enable the school to determine whether the school can make reasonable adjustments to ensure that the child can flourish as a learner.

Where necessary, parents will be asked to provide a copy of an Educational Psychologist's report or a medical report and the school may need to discuss provision with external agencies. The cost of such reports is the responsibility of the parent. Where specific provision is required, parents may be asked to pay an additional charge to meet these needs (staffing and/or resources). In some cases, the school may receive funding from the local authority to provide additional support.

False information

Where the school has made an offer of a place on the basis of a fraudulent, incomplete or intentionally misleading information at application, which has effectively denied a place to a child with a stronger claim, the offer of a place will be withdrawn.

Overseas pupils/Pupils with English as an additional language

We welcome pupils from a wide variety of cultural backgrounds, including overseas pupils and those with English as an additional language (EAL). Children entering the School must have an appropriate working knowledge of English and parents must be committed to supporting further English study at their cost, if necessary.

Overseas students may be required to undertake a language proficiency assessment before a place is offered. This includes a written assessment and may also include an interview in person or via electronic media.

Overseas students are required to have a guardian who is resident in the UK and who can act on behalf of the parents, if required.

Not Taking UP a Confirmed Place

In the event that the child does not take up the place agreed with the school then (and without prejudice to any other remedies which the school may have for breach of contract) the parent/guardian shall be responsible for the payment of a full term's fees. In the case of a pupil leaving school the parent or guardian must give written notice of the pupil's removal to the Headmaster at least a full term in advance. Otherwise, a full term's tuition fee will be incurred in lieu of notice. It must be noted that the school does retain the right to withdraw the offer of a place up until such time that the pupil actually starts at the school.

Admissions Register

The school maintains an Admissions Register in line with regulatory requirements. See Admission, Attendance and Children Missing from Education Policy for further detail of statutory requirements.