

ST AMBROSE PREPARATORY SCHOOL



POLICY ON ADMISSIONS

Autumn 2020

Reviewed: September 2026

This policy has been written in consultation with staff and governors of St. Ambrose Preparatory School and with due regard to the school's mission statement:

At St Ambrose Preparatory School
we are joyful learners and are inspired to always do our best.
We nurture the many gifts we have been given and seek to use them wisely for the
benefit of ourselves and others.
We put love into action each day so we are advocates of change in the world,
Living the Gospel and the Catholic faith and Celebrating the values of Blessed Edmund
Rice,
With our family and the whole Ambrosian community.

'Have courage, the good seed will grow up in the children's hearts'
Blessed Edmund Rice

Our Vision

Our Vision is to be an exemplar Edmund Rice School, with an enviable reputation amongst our peers, both as an organisation and for the services and facilities we provide, making us first choice for parents and pupils in our geographic area.

Our Ethos & Values

At St Ambrose we provide a Catholic school community in which pupils feel welcome, safe, recognised for their individuality – supported by a community of love, and affection. We strive to live the Gospel in all aspects of school life and policy, following Blessed Edmund's footsteps.

St Ambrose Prep School

Admissions Policy (staff are notified of regular ISI updates)

The Governing Body of St. Ambrose Prep School understands its regulatory responsibilities and will maintain an effective oversight of this policy, by evaluating its effectiveness, and reviewing and implementing change.

1. Principles

St Ambrose is an independent Roman Catholic preparatory day school for children aged 3 – 11 years. The school does not discriminate on the basis of race, disability, national or ethnic origin in its admissions procedures.

Our aim is to provide each and every child with a sound academic education in an environment which is explicitly Christian and in which discipline and pastoral care go hand-in-hand.

At St Ambrose we are a very much a Catholic family, nurturing every child to be the best version of themselves. We have small classes where the children experience quality first teaching, differentiated learning and stretch and challenge where appropriate.

The Headteacher has the discretion to make reasonable adjustments to classes, as necessary and in the best interest of the school.

2. Admission Eligibility

- **Infant and Junior Classes**

Classes are arranged as follows:

Early Years (Pre-Prep)	3+
Reception	4+
Infant 1 (Yr. 1)	5+
Infant 2 (Yr. 2)	6+
Prep. 1 (Yr. 3)	7+
Prep. 2 (Yr. 4)	8+
Prep. 3 (Yr. 5)	9+
Prep. 4 (Yr. 6)	10+

Children attend full time from Reception onwards. New pupils can join the school at any point from the age of 3 to 11, depending on availability of places, and subject to a

successful assessment, a satisfactory report from the child's previous school and the completion of the necessary administrative procedures.

It must be made clear to parents that St. Ambrose College (for boys 11-18 years) and Loreto Grammar School (for girls 11-18) are separate schools and admission to St Ambrose Preparatory School is no guarantee of a place at either secondary school. Both St Ambrose College and Loreto Grammar have their own Admissions Policies and procedures, part of which is an Entrance Examination at 11+.

3. Admissions Criteria (Pre-Prep – Prep 4)

St Ambrose is a Roman Catholic Preparatory School. Places are allocated using the following criteria:

- i) Baptised Catholic 'looked after' children.
- ii) Catholic children who have a brother/sister in the school at the time of the proposed admission.
- iii) Baptised Catholic children.
- iv) Non-Catholic children who have a brother/sister at the school at the time of the proposed admission.
- v) Non-Catholic children.

Entry (5 – 11 years) is by a satisfactory report from the child's previous school and the appropriate assessment.

Admission from Pre-Prep– Reception

All children attending the Pre-Prep will have automatic entry into the Reception Class, unless in Pre-Prep they have demonstrated unacceptable behaviour.

4. Waiting List

The waiting list will be maintained in strictly chronological order by date of registration. From time to time however, the Head reserves the right to offer places to siblings or a child not at the top of the waiting list as per the paragraphs above.

5. Application Procedure for the Preparatory School

Parents are asked to complete and return the application paperwork together with a Registration Fee of £60. The form must be fully completed giving details regarding religious background, family circumstances and any disability or medical condition.

Having received the completed application forms, arrangements are then made for the child to be assessed. Parents are told of the outcome of the assessment. Parents of successful candidates are informed and a conditional place is offered. A conditional place can only be secured when the additional requirements for entry have been satisfied and this includes confirmation from the child's previous school that all fees, including fees in lieu of notice, have been settled (when this applies) and a satisfactory report from the previous school has been received. Parents are then asked to complete, sign and return the Parent Contract and return it together with a £500 deposit to secure the place.

6. Withdrawal

All parents are bound by the School's Terms and Conditions as accepted at the time the Parent Contract is signed and the deposit fee of £500 is paid. A full term's written notice of withdrawal of a pupil or a full term's tuition fee in lieu is required. Notice must therefore be given on or before the first day of the pupil's final term. Notice of intention to withdraw part way through a term will incur the liability to pay the fees for the next term in full.

In exceptional cases, where there is a valid reason for uncertainty about a pupil's future at the School, the School may accept provisional notice of their intention to withdraw their child from the school. This is only valid for the term in which it is given and a term's notice is still required. Provisional notice must be given in writing and acceptance is at the Head's discretion. The Head reserves the right at any stage during the term in which provisional notice has been given, to require the parents to confirm in writing that the notice is to become unconditional.

Any request to waive all, or part, of the due fees in lieu of notice through financial difficulty must be supported by documented evidence which will be considered by the Board of Governors.

This policy will be reviewed every two years or earlier if required.