



## Admissions Policy

The Admissions Policy of Loyola Preparatory School and EYFS is drawn up as follows

### Criteria

An application form should be completed and, following receipt, the school places pupils on a waiting list in date order of application and according to the criteria set out below.

Candidates for entry are invited to visit the school with their parents prior to their anticipated entry. The following criteria are used for calling pupils up for interview (in order of priority):

- . Siblings of pupils attending school at the time of registration.
- . Roman Catholics
- . Other Christian denominations
- . All other candidates.

The school has an Equal Opportunities Policy that seeks to welcome and assimilate all religious denominations and creeds within the school community. The school recognises its obligations under the Special Educational Needs and Disability Discrimination Act 2001 and the Equality Act 2010.

Admission is normally at the age of three or four but occasionally vacancies become available higher in the school.

Following their first visit with the Head, prospective entrants aged three and four will spend a little time with the Kindergarten or Reception teachers to become acquainted with the setting.

Parents of pupils receiving Early Years Funding should note that the number of sessions that provision is available is identical to the published term dates for the school with each day corresponding to two sessions - morning and afternoon.

Parents should note that in Kindergarten there is provision for half-day attendance.

Morning sessions are from 8.30am until 12.30pm including lunch. However, parents may if they so wish elect to collect pupils before lunch at 11.30a.m.

Other candidates are invited to spend a day at the school during which an assessment of their present standard and likely potential takes place in order to ensure that they will benefit from the education that is offered here. Interviews continue until the number of

allocated places is filled. Precedence will be given to candidates whose parents are committed under normal circumstances to remaining at the school until Year 6 (Rudiments).

## Admissions Register

For each pupil, the admission register will contain:

- (a) name in full;
- (b) sex;
- (c) name and address of every person known to the proprietor to be a parent of the pupil (and an indication of the parent with whom the pupil normally resides);
- (d) at least one telephone number at which the parent can be contacted in an emergency;
- (e) day, month and year of birth;
- (f) day, month and year of admission or re-admission to the school;
- (g) name and address of the school last attended, if any;
- (h) and the school the boy moves on to after leaving Loyola.

The name of a pupil will be included in the register from the beginning of the first day on which the school has agreed, or has been notified, that the pupil will attend the school. For most pupils the expected first day of attendance is the first day of the school year.

Before deleting a pupil's name from the admission register on the ground that he has not returned from a leave of absence exceeding 10 days, it is noted that both the school and the local education authority must have failed, after reasonable enquiry, to ascertain where the pupil is.

It is noted that the period after which a pupil's name may be deleted from the admission register on the ground that the pupil has been continuously absent without authorisation has been changed to 20 school days and additionally the school must not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or unavoidable cause.

January 2016

To be reviewed January 2018