St. Andrew's School

Admissions Policy

Maintenance

Policy Written By	**Emma Steinmann-Gilbert**
Date of Policy	**01/09/2026**
Next Review	**01/09/2027**

Approved by The Director of Schools, Deborah Leek-Bailey – 01/09/2026

St. Andrew's School.
Policies and Procedures.

Admissions Policy

This policy is applicable to all pupils, including those in the EYFS

The Admissions Policy will:

- Clearly set out the criteria on which decisions are being made
- Refer any parents who are dissatisfied with a decision to the school's complaints procedure
- Take regard of the Working Together to Improve School Attendance (2024) document

Aims of this Policy

- To ensure compliance with the School's charitable purpose as a school providing non-selective independent education in Rochester for girls and boys between the ages of 2 years and 11 years.
- To set selection criteria and procedures that are consistent with this charitable purpose and fair to applicants.
- To identify applicants whose academic and other abilities appear to match the ethos and standards of the School and whose personal qualities suggest they have the potential to contribute sufficiently to the school community and benefit from the many opportunities that are offered here.

Entry Details

- The School usually accepts up to 44 pupils at 4+.
- The School takes the applicant's age on 1st September of their academic year.
- Entry points to St. Andrew's School are:
    - Pre-School entry
    - September Reception Year entry
    - Entry to other year groups as required

Admissions Timetable

Internal Reception Year Admissions

- A meeting with the Principal, for prospective Reception age children, is held in the preceding year's Autumn term (siblings and St. Andrew's Pre-School children) and Spring Term (all other children). Children who do not attend St. Andrew's Pre-School will also be asked to attend a stay and play session.
- Acceptance Forms will be released to parents if applicable.
- After the return of the Acceptance Form, the parent(s) will receive confirmation of a place followed by a 'Welcome Pack' and school joining forms in the Summer Term before entry.
- Should the Reception class be over-subscribed, the child's name will be put on a waiting list.

General Admissions

- Parents enquiring about a place are sent a Prospectus and Registration Form and are invited to the School for a visit.
- If parents wish to progress their child's entry, they will complete and submit the Registration Form to the School along with the Registration Fee.
- Should a place be available in the requested year group, entry will be subject to an Assessment Day.

- After the return of the Registration Form, Registration Fee, and Acceptance Deposit the parent(s) will be sent a letter, 'Welcome Pack' and school joining forms.

- Should the appropriate class be over-subscribed, the parent will pay the Registration Fee only and the child's name will be put on a waiting list.

Pre-School Admissions

- Parents enquiring about a place are sent a prospectus and Registration Form and are invited to visit the Nursery and Pre-Reception classes.
- Returned Registration Forms are put on a numbered waiting list.
- In the Spring Term before the following September start, an application pack is sent to the parents of children on the waiting list.
- Parents complete the forms within the pack and return with the required deposit (this is not banked until a formal offer of a place has been made).
- Should the appropriate class be over-subscribed, the child's name will be kept on the waiting list.

Waiting Lists

- Children are placed in their age group on the waiting list on a first come first served basis; parents are notified should a place become available.
- The offer of places for Reception children will be determined by the following factors, in this order of priority:
    - The presence of siblings in the School.
    - Children currently attending Pre-School at St. Andrew's School
    - The date of registration - places will be awarded to those who have been registered for the longest.
- The offer of a place for all year groups will depend on the outcome of the Assessment Day / Stay & Play session.

Responsibility for Admissions

- The School Admissions Officer and Principal / Head of Pre-School are responsible for admissions and for the operation of this policy.
- The format for Informal Assessment Days is reviewed from time to time.
- Documents supporting each application for admission, together with any relevant paperwork, is retained by the School for every child enrolled in the school or nursery or on the waiting list.
- Each year, the School Governing Body (Education Development Trust) reviews the admission statistics.

Admissions Criteria

The preconditions for admission are that:

- The applicant is of the appropriate age and sufficient maturity.
- The applicant's learning difficulties and other special needs (if any) can, in the opinion of the Principal, be managed within the School's normal provision.
- The present school, (if applicable), reports satisfactory attitudes, conduct and behaviour on the part of parents and the applicant.
- Agreement to sign up to the School's Terms and Conditions, including a Home/School Agreement and Parent Code of Conduct outlining mutual support, responsibilities and duties between the school and parent(s).
- Fees (if applicable) at the present school have been paid in full.
- There is a satisfactory payment history for siblings already in attendance.
- The registration fee and deposit are paid in full.

The criteria for admission are:

- A positive recommendation from the applicant's present school.

- A satisfactory Assessment Day / Stay & Play session & interview with the Principal (if appropriate)
- Satisfactory past reports and grades in SATs or standardised tests (if applicable).

Factors which are not taken into account in the assessment of a pupil for admission include:

- The applicant's gender, pregnancy or maternity, race, religion and belief, cultural background, linguistic background, sexual orientation, gender reassignment, SEN and disability.

Assessment Day

- The aim of the Assessment Day is to explore some of the criteria set out above.
- The Assessment Day provides an opportunity for the family to take its own decision over schooling as well as for the School to learn about the family and the pupil.
- The Assessment Day will include some English and Maths tests for Year 3 and above.

The Offer of a Place

- After the Assessment Day, the parents of each applicant are informed of the place offered or denied.

Progression through St. Andrew's

- For children already in St. Andrew's Pre-School, the offer of a place in Reception will be discussed within the Senior Leadership Team, who must be satisfied that the pupil will be able to cope with the pace and rigour of St. Andrew's. Should there be any concerns about a pupil's progression through the school, the Principal will meet with the parents as soon as possible in the child's career to try to resolve any issues and/or to decide what action should be taken moving forward.

- Continuity of education is anticipated normally throughout each age range. However, this will not apply if, after due deliberation, it is the opinion of the Principal that the child will not benefit from continuing to be educated at the school or has not demonstrated a sufficiently high standard of behaviour for continuation for entry to the next stage.

It is our wish to allow parents the right to have a place for their child at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

PLEASE NOTE THAT WE RESERVE THE RIGHT TO ALTER OUR ADMISSIONS ARRANGEMENTS AND CRITERIA AT ANY TIME.

Mrs. E Steinmann-Gilbert
Principal
St. Andrew's School

Policy Date: 1st September 2026
Policy Review Date: September 2027