



Moor Park Charitable Trust Limited

ADMISSIONS POLICY

GENERAL

Moor Park has a policy of non-discrimination towards pupils, parents and staff on the grounds of gender, race, religion or disability (and, as appropriate, age and sexual orientation). In line with this policy, admission to the school is non-selective. We believe that the quality of the school community, and the benefit that it is able to provide to all pupils, is enhanced by a mix of different abilities.

Pupils will be accepted where the school is reasonably sure that it will be able to educate and develop the child to the best of his or her potential and in line with the general standards achieved by the pupil's peers. There must be every chance that the pupil will have a complete, happy and successful school career and emerge sufficiently confident, well educated and well rounded to be able to continue their education successfully at senior school.

Certain physical, educational and practical parameters may restrict admissions. These are:

- The school has a two form entry structure with a maximum class size of 18 restricting total numbers in any one year group to 36.
- The school has a specialist learning support unit, but is not registered to accept pupils with Statements of Educational Need, nor does it have the appropriate facilities and expertise to adequately service the needs of children requiring this level of specialist educational support.
- The campus lay out of the school covers a wide area and consists of many separate and some historic buildings. Combined with the system of subject classrooms for the older age groups this may make the site unsuitable for any pupils with significantly impaired mobility.
- The school's medical facilities and staffing mean that children with epilepsy, diabetes, asthma and most allergies can be accepted, but more severe medical conditions may prevent entry.
- The school does not have the expertise or appropriate structure to accept children with severe behavioural problems.
- In the interests of continuity and stability the school would restrict the number of short-term pupils (those entering the school for one year only or less) to a maximum of 10% of the total school roll.

THE ENTRY PROCEDURE

The admissions process is as follows. With the exception of the limitations in the paragraphs above, the decision to progress through the procedure to entry to the school rests entirely with the parents/guardian of the prospective pupil.

- Initial enquiry via the Admissions Secretary. The school prospectus and supporting documentation is sent to the parents.
- Parents and children visit the school, meeting with the Headmaster, tour of the school. For older children the visit may include an informal interview between the Headmaster and the child(ren).
- Registration for entry at specified future date.
- Trial day for child(ren) during term prior to entry.
- Completion of medical and consent forms during term prior to entry.
- Completion of enrolment form (parent/school contract) during term prior to entry. Payment of fee deposit.
- Entry to school. Initial assessment of child's abilities by the Learning Support Department.

We accept children into any year group and at any point during the year. While the main entry points are Nursery and Kindergarten, Years 3 and 4, and Year 7, the distribution of entry has become far more even in recent years and it has also become far more common to start during an academic year rather than solely in September.

SCHOLARSHIPS

Moor Park offers scholarships for excellence in academic subjects, sport, music or art to children entering Years 4 and 7. The exams are held in May and include written papers in mathematics, English and verbal reasoning together with practical assessments in sport, music or art as appropriate. The aim is to identify pupils who have the ability to achieve scholarships to the top senior schools when they reach the age of thirteen. The awards are a recognition of ability and carry a small financial benefit of a 5% reduction in the fee.

BURSARIES

Moor Park offers a bursary scheme to existing and new families. The scheme is designed to help those families who may experience short term financial constraints and those who may not otherwise be able to consider Moor Park for their children's schooling. Within the school's own financial restrictions, the intention is to make the opportunity of a Moor Park education as broadly available as possible.

Bursaries are means-tested, with both parents being required to provide proof of their income and assets, and the level of support will vary according to parental need. Bursaries are always offered for twelve months at a time with the family being required to provide fresh information each year prior to renewal. As a result, levels of support will vary with fluctuations in income / financial circumstances.

OVERSEAS APPLICANTS

We welcome overseas pupils and have a consistent but small community of Spanish students in the school. Our Catholic foundation is clearly an attraction to pupils from Catholic countries but we do not select for entry on the basis of religious belief and welcome pupils of any faith. Overseas pupils do receive EFL (English as a Foreign Language) lessons but some knowledge of English is necessary prior to arrival. Students can be entered for the Cambridge Preliminary and Intermediate examinations where appropriate.

SCHOOL'S CONTRACTUAL TERMS & CONDITIONS

Copies are available on request and will automatically be included with the enrolment details that are sent out to new parents in the term before entry.

COMPLAINTS

We welcome comments and suggestions and would encourage parents and children to raise any concerns at the earliest possible stage so that the matter can be dealt with promptly and well before it becomes a formal complaint.

However, there are occasions when a formal complaint is the appropriate course and should you have any complaints about our admissions process, or any other matter relating to the school, our formal complaints procedure can be found on the website or can be sent to you.

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