



ADMISSIONS POLICY

Pre-Preparatory

- Kindergarten and Nursery admission is separate to the school. Parents are required to register separately with the Little Big Nursery.
- Nursery pupils continuing into the Reception class at St. Dominic's Grammar School, attend transition sessions in the school year in which they become four years of age. The time of this move depends on the child's ability to adapt to more formal learning sessions.
- An offer and acceptance contract will be issued to both internal and external candidates entering the Reception class. A £200 deposit is payable for accepting the offer of a place.
- External candidates will be invited to a transition week in preparation of joining the Reception class.
- The school does not accept childcare vouchers in Pre-Preparatory.
- Full time schooling commences in Reception in the September of the school year in which they are five years old. Normal school terms apply to Reception.
- Pre-Preparatory (Years 1 and 2) external candidates are invited for a tour with the Headmaster, followed by two day visits. Pupils will be required to sit entrance testing and a reference will be obtained from the previous school.
- External candidates joining the Pre-Preparatory School will receive a formal offer and acceptance paperwork. A £200 deposit is required to secure a place.

Preparatory Department

- Applicants are interviewed and shown around the school by the Headmaster and/or representatives from the Preparatory Department. 2 trial days in school are offered to prospective pupils, when observation/entry assessments can take place.
- External candidates joining the Preparatory School will receive a formal offer and acceptance paperwork. A £200 deposit is required to secure a place.
- Entry points are available in each year as long as places are available.

Senior Department

- Internal Year 6 pupils will not be required to complete a new contract for continuing into the Senior School. Parents will be made aware of the one term's notice policy in order to avoid fees in lieu.

- Entrance assessments are undertaken by all pupils for entry into Year 7; internal and external. Academic scholarships may be awarded based on performance in the Entrance Assessment. The Assessment includes tests in Mathematics, English and Verbal Reasoning. Candidates must demonstrate a sufficient proficiency in the majority of tests, thus allowing access to the curriculum we offer, before a place can be offered.
- Open auditions are held annually for scholarships for Key Stages 3 and 4 in Art, Drama, Music, Performing Arts and Sport.
- Means Tested Bursaries are available for internal candidates in cases of financial hardship. Application forms are available from the Bursar.
- Entry in Years 8 – 10 will involve candidates completing an entrance examination in English, Mathematics and Non-Verbal Reasoning. Pupils will also be invited to spend two trial days in the Senior School.
- Entry points are available in each year as long as places are available. Year 11 admission will be examined on a case by case basis due to the complexities of candidates having already completed part of their GCSE syllabus.
- Entry points are available in each year as long as places are available.

Sixth Form

- Entry into the Sixth Form is dependent upon a minimum of 8 GCSE passes at grade 4-9 with recommended grade 6 as a minimum in the subjects to be studied in the Sixth Form.
- Internal Year 11 pupils will not be required to complete a new contract for continuing into the Sixth Form. Parents will be made aware of the one term's notice policy in order to avoid fees in lieu.
- New students applying for entry into the Sixth Form will be invited to attend an interview, tour and trial day. A Sixth Form Taster Day is also offered for all candidates joining the Sixth Form.
- Scholarships and Awards are available in the following areas: Academic, Art, Drama, Music, Performing Arts, and Sport, subject to successful application, including audition and portfolio where appropriate.

St. Dominic's Grammar School adheres to the protocol laid down for ISA schools and contact with the Headmaster of the previous school is made prior to a place being offered.

We accept a wide ability range, but a minimum level of performance is required to demonstrate the ability to access the curriculum we offer. Admission is not dependent on race or religion.

The School can refuse to offer a place:

- if a candidate has unsatisfactory references from their previous school
- if the school has insufficient resources to accommodate the candidate's academic ability.

- Registration Fee – on registering your child a £25 administration charge is payable.
- Acceptance of a Place – a deposit of £200 is payable. A contract is signed upon agreeing to the Terms and Conditions of the School.
- Acceptance of a Place – a deposit of £200 is payable and an additional £300, which is taken off the first term’s tuition fee. A contract is signed upon agreeing to the Terms and Conditions of the School.
- Withdrawal of a pupil from school requires a full term’s notice in writing (see Standard Terms and Conditions, section 5) otherwise a full term’s fees are payable in lieu of notice.

September 2016 - The Regulations amend the Pupil Registration Regulations 2006 by requiring schools to include additional information on their admissions registers and introducing new requirements to report to the local authority additions to, and removals from, the register. All starters and leavers outside the normal starting and leaving points for the school must be notified to the local authority and the regulations specify the information to be provided with each notification.

The new requirements apply only to starters and leavers outside the normal starting and leaving points for the school, unless the relevant local authority decides to ask for information relating to starters and leavers at the normal transition points as well.

The regulations require admissions to be reported within five days and removals to be reported immediately.

[DFE Statutory Guidance for Local Authorities – Children Missing Education, September 2016](#) “School Responsibilities”

- Schools must enter pupils on the admission register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, the school should undertake reasonable enquiries to establish the child’s whereabouts and consider notifying the local authority at the earliest opportunity.
- Schools must monitor pupils’ attendance through their daily register. Schools should agree with their local authority the intervals at which they will inform local authorities of the details of pupils who fail to attend regularly, or have missed ten school days or more without permission. Schools should monitor attendance closely and address poor or irregular attendance. It is important that pupils’ poor attendance is referred to the local authority.
- Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

We will use the CME Referral Form CME.1 for Children Moving within the UK, and Form 1a for Children Leaving the UK

Forms establishing when the child will be leaving

- The name and address of the new school the child will be transferring to (just as important if this is outside the UK)

- The new home address. If unknown please find out the town or area the family is moving to with as much detail as possible, and try not to accept vague destinations such as “London”, “Wales” or “Latvia”.

Children Missing Education
Staffordshire County Council
Families First
Faraday Road
Stafford
ST16 3NQ
Telephone: 01785 278999 or 895966
Email: cme.referrals@staffordshire.gov.uk

