



PRINCE'S  
-MEAD-

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PRINCE'S MEAD SCHOOL

# ADMISSIONS POLICY





Following a visit to the school or an enquiry, parents complete a Registration form and pay a remittance of £100.00, being a non-returnable Registration Fee. Registration does not reserve a place for a pupil; it means the pupil's name is placed on the appropriate waiting list.

Following Registration, the pupil is invited to spend the day in school. At this time, the teachers concerned assess the pupil within the age related form. For pupils entering Reception, a range of activities will be undertaken to assess fine and gross motor skill acquisition. In Year 1 and above, the pupil will follow the curriculum of that day and during the course of the day will engage in specific mathematics and English activities which will be assessed. In addition, the social skills and behaviour of all prospective pupils are also observed. A form is completed by the assessing teacher and this is then given to the Headmistress who in collaboration with the teacher/s decides whether a place should be offered. As long as the pupil achieves the necessary academic requirements no pupil will be refused entry on the grounds of race, ethnicity, religion or disability.

An offer letter and pro forma is then sent to the parents. A place is then reserved for the pupil after completion of the acceptance and payment of the deposit. The Headmistress reserves the right to defer entry if assessment of the child shows this to be desirable.

A deposit of £400 is required with the acceptance. This is returnable as a credit to the fee account for the child's final term at Prince's Mead. Cancellation of a reserved place will forfeit the deposit.

On completion of the admission procedure, a contract exists between the school and the signatories on the acceptance part of the form. Withdrawal of a child after this date would only be permitted if one academic term's notice is given in writing or if one term's fees are paid in lieu of notice.

Fees are payable termly in advance and are due on or before the first day of each term.

Late payment of fees will incur interest charges at the rate of ½% per week from the due date i.e. first day of term.

In the event of withdrawal of a child from the school, one term's written notice or alternatively, one term's fees in lieu of notice is required. The notice must be received by the Headmistress by the first day of term.

Schools Remission Insurance, Pupils Personal Accident Insurance and Dental Insurance are arranged by the school and premiums charged on fee accounts. Parents/Guardians may wish to opt out of any or all by notifying the Bursar.

Parents/Guardians are asked to inform the school of any changes of address.

The Headmistress has the right to require at any time the withdrawal of a child whose behaviour or influence is, in the Headmistress' judgement, unsatisfactory or undesirable. In such cases fees are not remitted.