

# **SKIPPERS HILL MANOR**

## **ADMISSIONS POLICY**

Skippers Hill is essentially a non-selective school which admits pupils of varied ability from the ages of 4 – 13. The school admits children of all races and denominations.

The school admits children with learning difficulties or disabilities as long as they are able to cope with the social and academic expectations of the school.

Parents of prospective pupils are expected to provide details of any medical conditions, learning difficulties or disabilities of which the school should be aware. It is the school's policy to contact the Head of any previous school or nursery to request latest reports and assessments.

Registered pupils are invited to spend an introductory day with their class, where they will be informally assessed to ascertain that they can cope with the curriculum and happily interact socially with peers. This process is referred to as "Interview and assessment" in the Terms and Conditions.

### **Entry and Registration**

Children are admitted through :

- The Junior School (Reception to Year 2)
- The Prep School (Year 3 to Year 6)
- The Upper School (Years 7 and 8)

Application for entry should be made on the Application for Admission Form, which is enclosed with the Prospectus, and sent to the Headmaster's Secretary (Registrar) with the registration fee, currently £50.00. This is required on application for a place at the school and is non-returnable. Prospective pupils are then placed on an entry list for the appropriate term.

## **Acceptance and Deposit**

During the year prior to entry parents are asked to complete the Form of Acceptance and return it to the school with the deposit, currently £250.00, to confirm acceptance of the place offered. The deposit is not returnable if the child does not take up a place at the school. The deposit will form part of the general funds of the school until it is returned to the parents without interest when the child leaves, less any outstanding amounts due to the school. Non payment of the deposit may result in the child's place being forfeited. Correct payment of the deposit will reserve the child's place in the school and forms a binding contract.

Fiona Lewis

Registrar

September 2009