

Our Lady's Preparatory School and Nursery

Admissions Policy

Our Lady's Preparatory School and Nursery (the School) operates a non-discriminatory policy on admissions

Entry into Our Lady's can be obtained through the Nursery from the age of 3 months or at any year group (up to Year 6) after consultation with the Head-teacher.

Our Lady's is a non-selective school, which does not require children to sit an entrance test before admission. In the case of children with special needs the Head-teacher will meet with the children and if possible see previous work/medical reports/statements. Any support the School can or cannot provide will be made clear at interview with the parents.

- ❖ Priority is given to children of staff at the School and/or the Nursery.
- ❖ Secondly to children who have siblings already attending the School and/or the Nursery.
- ❖ In the case of Nursery children – priority is given to children who seek full-time placements.
- ❖ After all the above considerations, the date of registration and receipt of deposit will determine the allocation of places in the School and Nursery.

Registration Form:

Parents must sign and return the Registration form together with the non-returnable registration fee and a deposit which is refunded when the pupil leaves Our Lady's. The form must be signed by both parents and it constitutes the contract and acceptance of the terms and conditions.

Induction Days:

Pupils are invited to spend a morning or full day at Our Lady's the term before joining the School. In the case of very young Nursery children, they are invited for an hour visit which they may be accompanied by their parents followed by a full day unaccompanied.

Our Lady's Preparatory School is open for an average of 35 weeks over three terms during the school year (September to July). The school day runs from 8.45am to 3.45pm. Wrap around care is available 8am to 6pm.

Our Lady's Nursery offers full time care (8am to 6pm) for 51 weeks of the year.

Our Lady's Holiday Club runs during all school holidays (8am to 6pm) and is open to all children aged 3 to 11 years whether or not they attend the School. Places are allocated on a first come first served policy.

Visits to Our Lady's

The Head-teacher and/or her staff will be happy to arrange an early appointment to come and visit our very friendly, family oriented school, where you and your child will be made very welcome.

Policy created 10th March 2009
Angela O'Reilly - Deputy Head

Reviewed 4th September 2009
Helene Robinson - Headmistress