

## Carrdus School

### Admissions Policy

#### Introduction

Carrdus School is a co-educational day prep school from 3 to 11 years, taking girls and boys from Nursery to Year 6. No child will be refused entry on the grounds of race, religion, nationality or ethnicity.

#### Visiting Carrdus

Parents may visit the school at any time, either for one of our open day events or for an individual family visit arranged through the Admissions Office. The visit will include a tour of the school, and a chance to meet the Head, pupils and staff.

#### Registration

Parents may indicate an interest in a place at the school by registering their child at any stage. Registration Forms are available from the Registrar or may be downloaded from our website. Once completed they should be returned with a deposit of £300. £50 is non-refundable; the balance will be refunded on departure from the school where this occurs after completion on the Reception year. Once the Registration Form and deposit have been submitted the offer of a place will then be confirmed by the school in writing.

Pupils can join the school at any age providing there is room within the year group. Our maximum class size is 20 although under exceptional circumstances this may be exceeded under the discretion of the Head. An example of an exceptional reason could be if there was a sibling of another child who is already in school or was joining school.

We reserve a right to close a class list if it becomes necessary. Parents are also asked to complete an Acceptance Form (contract) to acknowledge and agree the terms and conditions of the school. Children registered will be kept informed of forthcoming Open Mornings and Come and Play sessions throughout the course of the year.

#### Notice Period

We specify that a term's notice is required, or a term's fees will be forfeit in lieu.

#### Taster Sessions

New pupils are invited to spend a taster day at school in the term prior to their entry where they can meet staff and the pupils in their class. Nursery children are invited to come in for an hour's 'Stay and Play' session with a parent/carer in the term prior to their entry.

#### References

References will be requested from current schools/nurseries.