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**Regent House School Preparatory Department**

**Admissions Criteria**

Should the school be over-subscribed, the following criteria will be applied in order 1-6 to admit children at the beginning of the school year. The same order of priority will apply to any vacancies that become available after the beginning of the school year.

*Our maximum admission numbers are 20 in Foundation Stage classes (Prep 1 and 2), 22 in Key Stage 1 classes (Prep 3 and 4) and 24 in Key Stage 2 classes (Prep 5, 6 and 7).*

1. Children who currently attend Regent House Preschool
2. Children whose \*sibling/s attend Regent House Preparatory Department
3. Children whose \*sibling/s attend Regent House Grammar School

\*(‘Sibling’ is defined as another child of the family to include, for example, half-brothers and sisters, together with children who are adopted or fostered.)

1. \*Eldest or only child in the family

\*(Eldest child covers “only” children as well as twins (or other multiples) who are treated as joint eldest. The eldest child criterion will also apply in the case where a family has not had the opportunity to enrol an elder child, such as in cases where the elder child has completed their primary and post-primary education)

*Evidence will be required to clarify this - for example a copy of a child benefit letter*

1. Date that both application and deposit are received by RHS office staff (earliest considered first)
2. In the event that it is not possible to distinguish between applicants using the above criteria 1-5, applicants will be selected for admission on the basis of the initial letter of the surname (as entered on the birth certificate or Court Order) in the order set out below.

 **D B P K V W L Y T R N M Mac Mc X J F O I Z H C E Q U S A G**

This order was determined by a randomised selection of letters of the alphabet.

In the event of surnames beginning with the same initial letter, the subsequent letters of the surname will be used in alphabetical order. In the event of two identical surnames the first forename (as entered on the birth certificate or Court Order) of the child will be used for selection using the randomised alphabetical order set out above followed by the remaining letters in normal alphabetical order.

Parents should be aware that:

* Admission to the Preparatory Department does not guarantee admission to the Secondary Department.
* It is not school policy to admit pupils to the Prep 7 year.
* Final decisions about admission to the Preparatory Department are made by the Head of Department in consultation with the Headmaster and the Board of Governors and will take into account the needs of individual pupils and the resource provision within the school.

A copy of the child's birth certificate **must be provided** to support the application.

**Parents must ensure they provide the Board of Governors with all relevant information with regard to their application as only information stated on the application will be considered.**

Any queries regarding admissions criteria etc. can be made to the school

Monday – Friday 9.00am -3.00pm.