



# Admissions Policy

## A. Introduction

This statement of policy has been adopted by the School's Board of Governors and sets out the criteria which will be used to determine which pupils will be admitted to the Preparatory Department. The Board of Governors of Sullivan Upper School draws up and publishes the admissions policy and criteria for admission to the school at various years. The Application Form for the Preparatory Department is available in the school's prospectus as well as on-line on the Prep website [www.sullivanprep.weebly.com](http://www.sullivanprep.weebly.com)

The school has determined the maximum number of children who can be admitted in each year:

- P1 & P2 have numbers capped at 26 (except in cases of exceptional circumstances which the Board of Governors, through the Prep Committee, may wish to consider)
- P3 to P7 classes have numbers capped at 28 (except as above)

## B. Admissions Criteria:

- Brother and / or sister currently enrolled in the Preparatory Department
- Brother and / or sister currently enrolled in the Grammar School
- Have had a brother and / or sister enrolled in the Preparatory Department
- Have had a brother and / or sister enrolled in the Grammar School
- Mother / father previously a pupil in the Preparatory Department
- Mother / father previously a pupil in the Grammar School
- Mother / father a member of staff of Sullivan Upper School
- Proximity of residence to the school's main gate (Dromkeen House - Alexandra Park) by road in miles

## C. Admissions Process:

E:\Admissions Policy.docx	First Approved by Board of Governors : // March 2012
Printed: 31/05/2019 page no. 1 of 2	Reviewed by Board of Governors: //



# Admissions Policy

Applications for Prep 1 close at 3pm on 30 September of the year before Prep 1 entry. Following this time the admissions criteria are applied to the Application Forms. Offers are made for 26 places with letters of offers posted the day after the closing date for application. Parents wishing to accept a place are invited to meet with the Prep 1 teacher and Head of Prep along with their child before Half Term in October. A signed Form of Acceptance for entry into Prep 1 is required at this meeting, along with an initial non-refundable deposit of a term's fees paid before a December deadline of the year before entry. This sum is then offset against the child's first year's fees and secures your child's place in Prep 1 for the following academic year.

For children entering Prep 1 after the initial Admissions Process has closed or for classes after Prep 1 level, a non-refundable payment of a term's fees should be paid.

All incoming pupils require a Form of Acceptance which must be signed by both parents, as appropriate to the family, to undertake the payment of fees and charges set out in the form, as well as their support for the aims and objectives of the school, along with a term's fees.

## D. Waiting List:

Children, who have not been offered a place due to the class being oversubscribed, will remain on a waiting list for the particular place in the order in which application has been made. Should a place become available the person at the top of the waiting list will be contacted with the offer of a place. A waiting list is maintained for those wishing to add their child's names to it for future updates or classes.

For children who are admitted to a class within the school year, a part of a term is payable as a whole term, with a non-refundable deposit of a term's fees required for this occasion also.

## E. Withdrawals:

For children who wish to leave the school, we ask for one term's notice. Should a child leave during a term without this notification, the parents will be required to pay that particular term's fees as well as an additional term's fees.

Should a child withdraw from an incoming class, eg: Prep 1, the parent will lose their non-refundable deposit and will be subject to the payment of a term's fees.

E:\Admissions Policy.docx	First Approved by Board of Governors : // March 2012
Printed: 31/05/2019 page no. 2 of 2	Reviewed by Board of Governors: //