



Friends' School Lisburn Preparatory Department

Admissions Policy

FRIENDS' SCHOOL LISBURN

Preparatory Department



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Admissions Policy

Friends' School Preparatory Department is a long-established and integral part of Friends' School Lisburn, a co-educational Voluntary Grammar School founded by the Religious Society of Friends in 1774. The Preparatory Department currently has an enrolment of 164 pupils, with a further 20 in Pre-Prep. The Quaker ethos of care for the individual and development of inherent potential still underpins the general philosophy of the school and through tolerance and understanding helps to cater for the different traditions within the local community.

P1 Intake

Applications are made directly to the Preparatory Department rather than through the Education Authority. Parents who wish their child to enter P1 in the Preparatory Department should send an application form (See Appendix 1) to the Preparatory Department Office, Magheralave Road, Lisburn BT28 3BH, before the child reaches school age. The child's name will then be placed on a waiting list. Decisions regarding entry to P1 are communicated to parents in the September prior to the September admission.

Should P1 be oversubscribed, children who reach the compulsory school age (i.e. 4 years of age on or before 1 July of any school year) and who are on the waiting list on 15th September prior to the September of admission, will be admitted to P1 according to the following criteria in the order set down:

- a) Applicants whose parent or guardian is a member or attender of the Religious Society of Friends.
- b) Applicants who have a brother or sister enrolled, at Friends' School Lisburn. This included applicants who have a twin or triplet already admitted.
- c) Applicants who are attending the Morning Session at Friends' School Pre-Prep Department in their final pre-school year.
- d) Applicants who have a parent or guardian who is a full time member of staff at Friends' School, Lisburn.
- e) Applicants who are the eldest, elder or only child in the family.
- f) Applicants to whom a-e above do not apply

If, following the application of the above criteria in order, there comes a point where there are more applicants who meet a particular criterion than there are places available, the following process will be followed:

Criteria a-e will be weighted by point score i.e. 5 points for Criterion a to 1 point for Criterion e. At the point at which P1 is oversubscribed, the weighting attached to the subsequent criteria met by each applicant will be taken into account.

Should there be more than one child on the same points weighting at this stage, the decision as to which pupil should be admitted will be on the basis of random computerised selection.

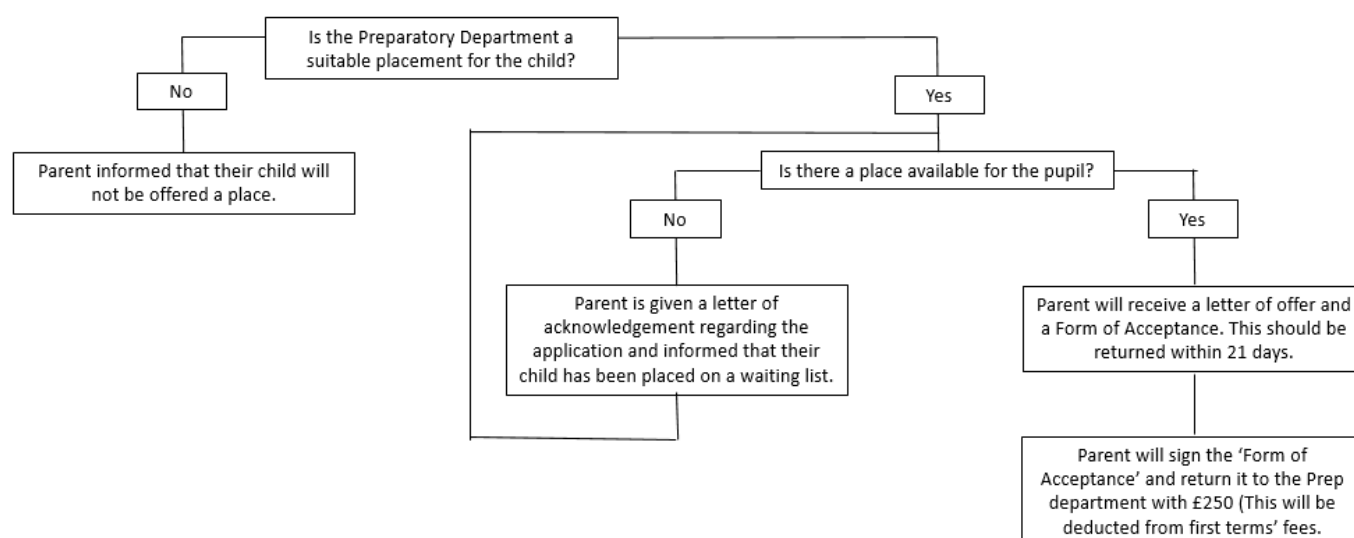
When a letter of offer has been issued, the place will be secured upon receipt of a signed copy of the 'Form of Acceptance' and non-refundable deposit of £250. This should be with the School within 21 days of the date on the letter. This deposit will be deducted from the first terms' fees.

P2 – P6 Intake

Parents who wish their child to enter the Preparatory Department in P2 to P6 should complete an application form (see Appendix 1).

The parents and the child will be invited to an interview and given an opportunity to view the school. They will also be required to provide documentation, including the most recent report, from the applicant's previous school. Any offer of a place will be subject to availability of a place in the appropriate year group, and to the ability of the school to provide a suitable placement for the applicant.

Criteria as above will apply when determining the order on which names are recorded on the waiting list.



P7 Intake

Except in exceptional circumstances, pupils will not be admitted into P7. If exceptional circumstances exist, parents should write to the Chairman of the Board of Governors, outlining what these circumstances are.

Pre-Prep Intake

Application forms for the Pre-Prep may be requested at any stage from the Preparatory Department. Offers will be made in accordance with the admissions criteria set out in the Pre-Prep Prospectus.

Offers will be made in January prior to entry. A non-refundable deposit of £250 will be required to retain a place in Pre-Prep. This deposit will be deducted from the first terms' fees.

The Pre-Prep Department of Friends' School provides a seamless transition on a shared campus from pre-school to P1. Children in their last year before beginning school, may attend the morning session (9am – 12 noon). Children from the age of two years and 9 months may attend the afternoon session (1.15pm - 3.15pm).

Further information can be found in the Pre-Prep Prospectus which is available in the school information section of the school website. A hard copy may be requested from the Prep Office.

Please note that we reserve the right not to offer a place to a child if we feel that we cannot fully meet their needs in the Pre-Prep.



Appendix 1 (Application Form P1-P7)



FRIENDS' SCHOOL LISBURN

Preparatory Department

6 Magheralave Road, Lisburn

Co Antrim BT28 3BH

Tel: 028 9266 9198

E-mail: prep@friends.lisburn.ni.sch.uk Website: www.fslprep.co.uk

PREP APPLICATION FORM

Surname (of child) _____

First and Middle Names _____

Date and Place of Birth _____

Date of Proposed Entry to School _____

Position of Child in Family (please circle) 1 2 3 4 5

Parents' Surname (if different from above) _____

Address (including Postcode) _____

Contact Telephone Number: _____

Email: _____

School presently attended (if applicable): _____

Any previous association with Friends' _____

School (Quaker, siblings, staff member)

Parent's Signature _____ Date _____

Name in block capitals _____ Mr/Mrs/Ms (Delete as appropriate)

Completed forms should be returned to the Head of the Preparatory Department or emailed to prep@friends.lisburn.ni.sch.uk

NOTES:

1. Any change in the above information should be forwarded to the Prep Office in writing
2. Please note that completion of this Form does NOT guarantee a place at the School
3. If an offer is made a £250 non-refundable deposit is required to secure the place
4. **One full term's notice must be given in writing otherwise half a term's fees is payable in lieu of notice.**

Any deposit paid will be allocated against fees due for the first month



Appendix 2

(Application Form Pre-Prep)



FRIENDS' SCHOOL LISBURN

Preparatory Department

6 Magheralave Road, Lisburn

Co Antrim BT28 3BH

Tel: 028 9266 9198

e-mail: prep@friends.lisburn.ni.sch.uk website: www.fslprep.co.uk

PRE-PREP APPLICATION FORM (Morning Class)

Surname (of child) _____

First and Middle Names _____

Date and Place of Birth _____

Date of Proposed Entry to School _____

Position of Child in Family (please circle) 1 2 3 4 5

Parents' Surname (if different from above) _____

Address (including Postcode) _____

Contact Telephone Number: _____

Email: _____

School presently attended (if applicable): _____

Any previous association with Friends' School (Quaker, siblings, staff member) _____

Parent's Signature _____ Date _____

Name in block capitals _____ Mr/Mrs/Ms (Delete as appropriate)

Completed forms should be returned to the Head of the Preparatory Department or emailed to prep@friends.lisburn.ni.sch.uk

NOTES:

1. Any change in the above information should be forwarded to the Prep Office in writing
2. Please note that completion of this Form does NOT guarantee a place at the School
3. If an offer is made a £100 non-refundable deposit is required to secure the place
- 4. One full term's notice must be given in writing otherwise half a term's fees is payable in lieu of notice.**

Any deposit paid will be allocated against fees due for the first month



Appendix 3

(Application Form Pre-Prep)



FRIENDS' SCHOOL LISBURN
Preparatory Department

6 Magheralave Road, Lisburn
Co Antrim BT28 3BH
Tel: 028 9266 9198

e-mail: prep@friends.lisburn.ni.sch.uk website: www.fslprep.co.uk

PRE-PREP APPLICATION FORM (Afternoon Class)

Surname (of child) _____

First and Middle Names _____

Date and Place of Birth _____

Date of Proposed Entry to School _____

Position of Child in Family (please circle) 1 2 3 4 5

Parents' Surname (if different from above) _____

Address (including Postcode) _____

Contact Telephone Number: _____

Email: _____

School presently attended (if applicable): _____

Any previous association with Friends' School (Quaker, siblings, staff member) _____

Parent's Signature _____ Date _____

Name in block capitals _____ Mr/Mrs/Ms (Delete as appropriate)

Completed forms should be returned to the Head of the Preparatory Department or emailed to prep@friends.lisburn.ni.sch.uk

NOTES:

1. Any change in the above information should be forwarded to the Prep Office in writing
 2. Please note that completion of this Form does NOT guarantee a place at the School
 3. If an offer is made a £100 non-refundable deposit is required to secure the place
 - 4. One full term's notice must be given in writing otherwise half a term's fees is payable in lieu of notice.**
- Any deposit paid will be allocated against fees due for the first month