

# **FRIENDS' SCHOOL LISBURN**

## **Preparatory Department**



## **Admissions Policy**

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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 146 pupils, with a further eighteen 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.

#### Prep 1 Intake

Applications are made directly to the Preparatory Department rather than through the Education Authority.

Parents who wish their child to enter Prep 1 in the Preparatory Department should complete an application form using the link on the Friends' School Preparatory Department [website](#) or send an application form to Friends' School Preparatory Department, 6 Magheralave Road, Lisburn BT28 3BH. A decision regarding entry to PREP 1 will be communicated to parents in September of the academic year prior to admission.

The maximum admission number to Prep 1 is twenty-six pupils. If applications exceed the number of places available, children who reach compulsory school age (i.e., 4 years of age on or before 1 July in the year of entry) and who are on the waiting list on 15 September of the academic year prior to admission, will be admitted to Prep 1 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 sibling currently enrolled at Friends' School Lisburn. This includes applicants who have a twin or triplet already admitted.
- c) Applicants who are attending Friends' School Pre-Prep Department in their 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.

Following the application of the above criteria, if there comes a point where there are more applicants who meet a particular criterion than there are places available, the following process will be used:

Criteria a-e will be weighted by point score, i.e., five points for Criterion a to one point for Criterion e. At the point at which Prep 1 is oversubscribed, the weighting attached to the subsequent criteria met by each applicant will be considered.

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 by random computerised selection.

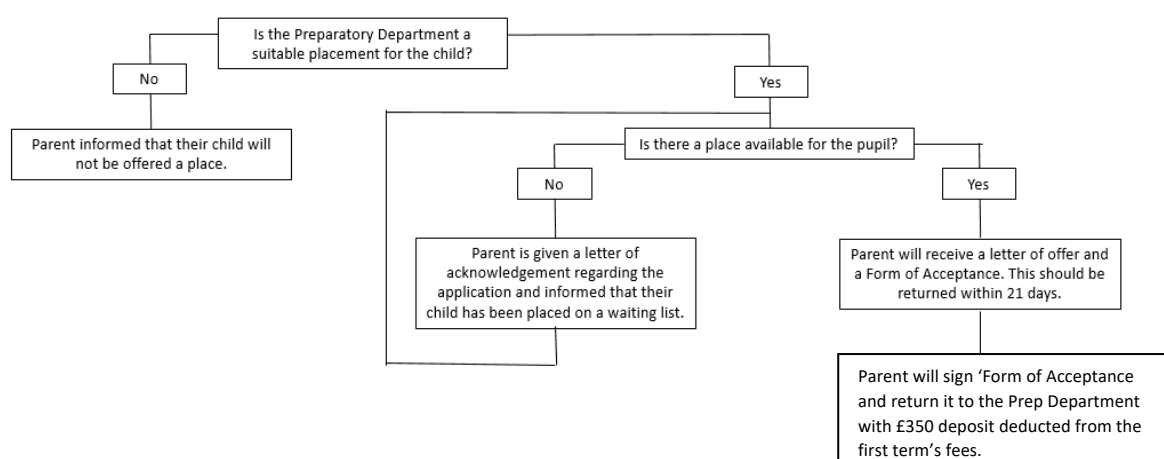
**When a letter of offer has been issued, the place will be secured upon receipt of a signed copy of a 'Form of Acceptance' and non-refundable deposit of £350. This should be with the school within 21 days of the date on the letter. This deposit will be deducted from the first term's fees.**

## **Prep 2 – Prep 6 Intake**

Parents who wish their child to enter the Preparatory Department in Prep 2 to 6 should complete an application using the link on the Friends' School Preparatory Department [website](#) or send an application form to Friends' School Preparatory Department, 6 Magheralave Road, Lisburn BT28 3BH.

The parents and the child will be invited to meet the Head of Department 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.



## **Prep 7 Intake**

Except in exceptional circumstances, pupils will not be admitted into Prep 7. If exceptional circumstances exist, parents should write to the Chair of the Board of Governors outlining what these circumstances are.

## **Pre-Prep Intake**

The Pre-Prep Department of Friends' School provides a seamless transition to Prep 1. Applications are made directly to the Preparatory Department rather than through the Education Authority.

Parents who wish their child to enter Pre-Prep in the Preparatory Department should complete an application form using the link on the Friends' School Preparatory Department [website](#) or send an application form to Friends' Preparatory Department, 6 Magheralave Road, Lisburn BT28 3BH.

Offers will be made in January of the academic year prior to admission. A non-refundable deposit of £350 will be required to retain a place in Pre-Prep. This deposit will be deducted from the first terms' fees.

Children who have reached three years of age will be considered for a place in their pre-Pre-Prep year if there are spaces available. These places will be offered in March-April of the academic year prior to admission.

**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.**

Should Pre-Prep be oversubscribed, children who have reached pre-school age (i.e., 3 years of age on or before 1 July in the year of entry) and who are on the waiting list by 15 January of that year, will be admitted to Pre-Prep 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 sibling enrolled at Friends' School Lisburn. This includes applicants who have a twin or triplet already admitted.
- c) Applicants who have a parent or guardian who is a full-time member of staff at Friends' School, Lisburn.
- d) Applicants who are the eldest, elder or only child in the family.
- e) Applicants to whom a-d above do not apply.

If there are any remaining spaces available once the Pre-Prep places are offered, these will be allocated to younger pupils who may commence Pre-Prep once they have reached their third birthday 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 sibling enrolled at Friends' School Lisburn. This includes applicants who have a twin or triplet already admitted.

- c) Applicants who have a parent or guardian who is a full-time member of staff at Friends' School, Lisburn.
- d) Applicants who are the eldest, elder or only child in the family.
- e) Applicants to whom a-d above do not apply.



# **Application Form**



## 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](mailto:prep@friends.lisburn.ni.sch.uk) website: [www.fslprep.co.uk](http://www.fslprep.co.uk)

### APPLICATION FORM

Application(s) required (please tick) Prep \_\_\_\_\_

Pre-Prep \_\_\_\_\_

Pre-Pre-Prep \_\_\_\_\_

Surname (of child) \_\_\_\_\_

First and Middle Names \_\_\_\_\_

Date / 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, Old Scholar)

\_\_\_\_\_

\_\_\_\_\_

Signatures of BOTH Parents/Guardians \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

1<sup>st</sup> Parent's Name, including title, in block capitals \_\_\_\_\_

2<sup>nd</sup> Parent's Name, including title, in block capitals \_\_\_\_\_

**Completed forms should be returned to the FSL Preparatory Office or emailed to**

[prep@friends.lisburn.ni.sch.uk](mailto:prep@friends.lisburn.ni.sch.uk).

1. Any change in the above information should be forwarded to the FSL Preparatory 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 £350 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 are payable in lieu of notice.**
5. Any deposit paid will be allocated against fees due for the first month.