

ADMISSION TO CRANMORE PREP SCHOOL 2023–24

The start of the Admissions process is a pupil's registration for entry into the school. This consists of completing a Registration Form and paying the non-refundable Registration Fee and should be done after the first visit and before the Assessment Morning/Taster Session.

The first visit usually involves a meeting with the Headmaster and a tour of the school. Next, each child is invited to spend an Assessment Morning or Taster Session in school as outlined below. At this time, a report will be requested from the pupil's present school.

Nursery and Reception

Children seeking a place in Nursery or Reception spend a one or two hour Taster Session in the Nursery department and are observed playing and socialising with their peers. Entry is on a first come-first served basis. Children joining our Nursery are expected to continue their Prep School education at Cranmore/Manor House/St Teresa's and are guaranteed entry into our Reception class and the rest of the school providing they meet the requirements of our Admissions Policy.

Lower Prep (Years 1&2)

Children seeking a place in our Lower Prep spend a Welcome Morning at the Prep School. This gives them the opportunity to meet their peers and the class teacher and provides us with the opportunity to observe them in situ. At this time the children's literacy and numeracy skills are assessed informally through classroom activities.

Upper Prep (Years 3–6)

Boys seeking a place in Year 3 or Year 4 spend a Welcome Morning at the Prep School and are assessed informally as outlined above. Boys seeking a place in Year 5 or Year 6 spend an Assessment Morning at the Prep School and are given more formal assessments in English and Mathematics. We ensure that they are given an opportunity to socialise with their peers, have lunch and enjoy other classroom activities.

The Headmaster would expect to have viewed the child's most recent school report (and other educational/medical reports where appropriate) prior to the Assessment Morning.

Acceptance

On acceptance of a place, parents are asked to complete a Form of Acceptance and pay a deposit which is refundable when the pupil leaves the school.

Open Events

Open Mornings are held twice a year for prospective pupils and their parents. Details on our website or from the Director of Admissions on 01372 750204.

Fee Reductions

A reduction in fees is offered from Reception upwards (for the second and subsequent children) when two siblings or more are at Cranmore and/or Manor House/St Teresa's at the same time. This will be a 10% discount on the second child, 15% on the third child and, 20% on the fourth and subsequent children. Pupils who have brothers and/or sisters at the school are, where possible, given priority on entry. Any bursaries will be applied after the sibling discount.

School Admissions Contact

Forms are available to download from our website (www.cranmore.org) or from Annabel Charles, Director of Admissions, on 01372 750204 or by email to a.charles@effinghamschools.org

Please see overleaf

CRANMORE TERMLY FEES ACADEMIC YEAR 2023–2024

Fees are per term unless indicated otherwise

CRANMORE NURSERY PUPILS

Pre-Nursery (2+ to 3+ years) and Nursery (3+ to 4+ years):

Per morning (8am to 1pm)	£595
Per full day (8am to 3.15pm)	£775
Per extended day (8am to 6pm)	£1,015
Five full days (8am to 3.15pm)	£3,875

CRANMORE PREPARATORY PUPILS

Reception (4+ to 5+ years)	£4,350
Year 1 (5+ to 6+ years)	£4,695
Year 2 (6+ to 7+ years)	£4,695
Year 3 (7+ to 8+ years)	£5,050
Year 4 (8+ to 9+ years)	£5,300
Year 5 (9+ to 10+ years)	£5,795
Year 6 (10+ to 11+ years)	£5,795

CRANMORE SENIOR PUPILS

Years 7/8	£6,995
Years 9/10	£7,195

All full day fees include lunch.

LEARNING SUPPORT Per period

£30 for 30 mins

TRANSPORT

Return fare:	Zone 1 (Annual Administration Fee)	£20
	Zone 2	£550
	Zone 3	£605
	Zone 4	£615

REGISTRATION All applications must be accompanied by a registration fee of £75. This fee is non-returnable.

DEPOSIT On acceptance, parents are required to pay a deposit of £600.

This deposit will be held as collateral against expenses incurred during their child's final term at the school (i.e. it will be offset against the final incidentals account and a refund will be made where applicable).

PAYMENT OF FEES

Payment both for fees and the previous term's extras are due on the first day of each term, unless the monthly instalment payment system has been previously agreed. Interest of 3% per annum above the base rate of the School's bank will be charged on amounts overdue. It should be noted that acceptance of a place constitutes an agreement to pay fees due on or before the first day of each term.

WITHDRAWAL OF PUPILS

A full term's notice **in writing** to the Headmaster, is required before a pupil is removed from the School, failing which a full term's fees are payable in lieu. Similar notice is required if there is to be any other change in status e.g. if music tuition, transport or other extra is to be discontinued, failing which a full term's fees are payable.