



**St Margaret's School for Girls**  
**Junior and Senior School Admissions Policy**

Entry to the junior school and senior school at St Margaret's is by assessment or is based upon formal examination results and interview with the Head.

All girls are required to be registered before attending a Taster Day at St Margaret's School or before being assessed for a place. Parents are asked to complete and return the registration form with the (non-returnable) registration fee of £50. Registration forms may be found in the prospectus pack or can be downloaded from the website.

Every effort is made to ensure that our approach is supportive, welcoming and that the admissions process is an enjoyable experience for applicants and their families. Where a child has known additional support needs and/or disability, reasonable adjustments will be put in place to allow the child or young person the best possible chance of success.

We advise prospective parents to register as soon as they have decided upon St Margaret's as a choice of school. When necessary, we operate a waiting list policy, according to date of registration. Please note that all girls for entry to our senior school must have a good command of written and spoken English.

***Which Class?***

**Academic year 2022-2023**

<b>Date of Birth</b>	<b>Class August 2022</b>	<b>Age</b>
01.03.19 to 28.02.20	Ante pre-school	3
01.03.18 to 28.02.19	Pre-school	3 to 4
01.03.17 to 28.02.18	1 Junior	4 to 5
01.03.16 to 28.02.17	2 Junior	5 to 6
01.03.15 to 28.02.16	3 Junior	6 to 7
01.03.14 to 28.02.15	4 Junior	7 to 8
01.03.13 to 28.02.14	5 Junior	8 to 9
01.03.12 to 28.02.13	6 Junior	9 to 10
01.03.11 to 28.02.12	7 Junior	10 to 11
01.03.10 to 28.02.11	I Senior	11 to 12
01.03.09 to 28.02.10	II Senior	12 to 13
01.03.08 to 28.02.09	III Senior	13 to 14
01.03.07 to 28.02.08	IV Senior	14 to 15
01.03.06 to 28.02.07	V Senior	15 to 16
01.03.05 to 28.02.06	VI Senior	16 to 17

## Academic year 2023-2024

Date of Birth	Class August 2022	Age
01.03.20 to 28.02.21	Ante pre-school	3
01.03.19 to 28.02.20	Pre-school	3 to 4
01.03.18 to 28.02.19	1 Junior	4 to 5
01.03.17 to 28.02.18	2 Junior	5 to 6
01.03.16 to 28.02.17	3 Junior	6 to 7
01.03.15 to 28.02.16	4 Junior	7 to 8
01.03.14 to 28.02.15	5 Junior	8 to 9
01.03.13 to 28.02.14	6 Junior	9 to 10
01.03.12 to 28.02.13	7 Junior	10 to 11
01.03.11 to 28.02.12	I Senior	11 to 12
01.03.10 to 28.02.11	II Senior	12 to 13
01.03.09 to 28.02.10	III Senior	13 to 14
01.03.08 to 28.02.09	IV Senior	14 to 15
01.03.07 to 28.02.08	V Senior	15 to 16
01.03.06 to 28.02.07	VI Senior	16 to 17

Girls can be admitted at any stage to St Margaret's, if places are available, although we shall only accept girls into IV Senior under exceptional circumstances. The admissions office will advise which school year a child should join, although the chart above should provide a good indication of class year group for entry in August 2022.

In accordance with an agreement in place between Aberdeen independent schools, for places commencing at the start of any school session (August), offers will be made at the end of the February before the start of session. Offers for places commencing at any other time during the school session can be made at any time during the year.

### ***Entry to the Junior School***

#### *1 Junior (Primary 1)*

Applicants are invited for a short assessment with the Head of Junior School. All these assessments take place throughout January and early February, and offer letters are sent out at the end of February on a date agreed with other local independent schools.

A 1 Junior information evening is held for prospective parents in early February, and an induction afternoon for all girls who have accepted a place to 1 Junior is organised for early June. This is an opportunity for each girl to meet her new class teacher and the other girls who will be joining her class in August. Parents are also invited to the induction afternoon, which is an opportunity for them to meet the other class parents and the Head of the Junior School.

Girls wishing to join 1 Junior after the start of the session will be required to spend a morning or a full day with the class, during which the applicant's work will be assessed, to ensure that she is able to cope satisfactorily with the work expected in 1 Junior. Following assessment, the class teacher, along with the Head of the Junior School, will advise the Head Teacher whether a place should be offered. Parents are required to supply a copy of their daughter's most recent school report, and this will also be taken into consideration before an offer is made.

#### *2 Junior (Primary 2) – 5 Junior (Primary 5)*

Applicants are invited to spend a morning or a full day with the class of girls to which admission is sought. The class teacher will observe the applicant's work and will assess her performance to ensure that she will cope satisfactorily with the work of the class. Following assessment, the class teacher, along with the Head of the Junior School, will advise the Head whether a place should be offered. Parents are required to supply a copy of their daughter's most recent school report, and this will also be taken into consideration before an offer is made.

#### *Entry into 6 and 7 Junior (Primary 6 and 7)*

Parents are required to provide a copy of their daughter's most recent school report and a reference may be sought from her current school. Applicants are expected to complete entrance assessments comprising two papers, testing language and mathematical and reasoning ability.

We appreciate that the girls are still young at this stage and may have had little or no experience of formal testing conditions. We therefore make these assessments as relaxed and as informal as possible and present all the questions as a series of enjoyable challenges and puzzles. Places for 6 and 7 Junior will be allocated on the basis of performance in these tests. For August entry, the assessments will be sat on a set date in January or February, with offers being sent out at the end of February. Successful applicants will be invited in to school for an induction day organised in the summer term.

For entry after the start of session in August, applicants will be invited in for a taster day, during which the assessment can be sat as part of the day. This assessment is administered under the supervision of the Admissions Officer.

#### ***Entry to the Senior School***

##### *Entry to IS*

Parents are required to provide a copy of their daughter's most recent school report, and a reference may be sought from her current school. Applicants are expected to complete the I Senior entrance tests, which examine language, mathematics and reasoning ability. Places will be allocated on the basis of performance in these tests. For August entry, the assessments will be sat on a set date in January or February, with offers being sent out at the end of February. Successful applicants will be invited to attend an Induction Day in the summer term.

The Induction Day is an opportunity for the girls to meet one another for an enjoyable day, to meet senior school teachers and have a tour of the senior school facilities.

For entry after the start of session in August, if spaces are available, applicants will be invited in for a Taster Day, during which the assessment can be taken as part of the day. This assessment takes place in the admissions office under the supervision of the Admissions Officer.

##### *Entry to IIS*

Parents are required to provide a copy of their daughter's most recent school report, and a reference may be sought from her current school. Applicants will be invited in to school for an individual Taster Day, during which they will be required to complete entrance tests examining language, mathematics and reasoning ability.

The assessment takes place in the admissions office under the supervision of the Admissions Officer. Places will be allocated on the basis of performance in these tests and an interview with the Head.

### *Entry to IIS*

Parents are required to provide a copy of their daughter's most recent school report and a reference may be sought from her current school. Applicants will be interviewed by the Head and the school will give advice on subject choice at National 5 level.

Applicants may then be invited in to school for a Taster Day, during which they will be required to complete entrance tests, examining language, mathematics and reasoning ability. The assessment is taken in the admissions office under the supervision of the Admissions Officer.

Since IIS is the start of our SQA examination courses, we do not accept applicants after the autumn term, unless there are exceptional circumstances and we are confident the applicant will be able to catch up with missed course work.

### *Entry to IVS*

We do not usually accept applicants in IVS, unless there are exceptional circumstances and we are confident the applicant will be sufficiently prepared to sit examinations in May with the expectation of success.

### *Entry to V and VI Senior*

We welcome applicants for both of these year groups. As St Margaret's is a small school, girls settle very quickly into these classes.

Places are allocated on the basis of SQA examination results, or their equivalent.

Parents are required to provide a copy of their daughter's most recent school report and a reference may be sought from her current school. Applicants are interviewed by the Head.

### *EAL Candidates*

Applicants for senior school must have a good command of written and spoken English in order to be able to sit the entrance tests. A non-verbal test may be administered in exceptional circumstances or to establish more accurately an applicant's academic ability.

We shall require a current school report, which must be translated into English. The Head will decide upon appropriate tests once she has reviewed the school report and met and spoken to the applicant.

For junior school applicants, the Head and the Head of Junior School will assess each application on an individual basis.

### *Students from Outside EEA*

Because of the UK Border Agency regulations, pupils who are not citizens of an EEA country will be required to show the school their passport. All pupils must fulfil UK Border Agency regulations for study in the UK. Pupils wishing to live in the UK under the Tier 4 Child Student route should, at the time of application, inform the Admissions Officer, who will give advice on the necessary procedures.

### *Enrolment Procedures*

All offers of places will be made in writing by the Head and will be subject to satisfactory reports being received from the applicant's current school, and all financial obligations having been met with the current school. Once the offer of a place has been accepted, a deposit of £200 is payable before a pupil may be admitted to the school. This deposit will be returned to the parents once their daughter leaves the school and provided all obligations, financial or otherwise, to St Margaret's School for Girls have been met.

December 2022