



Methodist College Belfast Preparatory Department

Opportunity

Diversity

Excellence

Admission Policy

Fullerton House School: 162/0022	Downey House School: 162/0023
	

Methodist College Belfast

Preparatory Department

Admission Policy

Application Procedure

1. Admission to Prep 1 for children less than 4 years old by following 1st July

This is for parents who wish to register an interest in the Department following the birth of their child up to the pre-school year.

An application form should be completed for every applicant in this category. Each application should be made to the preferred school and accompanied by a cheque to the value of £10 payable to Methodist College Belfast.

Each application form will be acknowledged by letter and will include a receipt for the £10 administration fee and a copy of the Admission Policy

2. Admission to Prep 1 in following September (child is current pre-school / nursery year age)

This is currently the main admission process for the preparatory department.

- a. All applications should be made to the school by the 30th September
- b. Parents and children are invited to attend an interview / consultation with the member of staff in charge of the Foundation Stage in October. This is a preliminary baseline assessment.
- c. Offers to all interviewed children and those unable to attend will be posted to parents by the second Friday in November.
- d. All accepted offers should be returned with a non-returnable deposit of £300 payable to Methodist College Belfast by the first Friday in December. The deposit is redeemable against the first year's fees. All returned offers and cheques are kept until the closing date.
- e. If the number of accepted offers by the closing date is less than the Admission Number in operation then all children will be accepted into Prep 1. All cheques will be lodged and letters stating acceptance will be forwarded to parents.
- f. If the number of returned offers is greater than the Admission Number currently in operation then the Preparatory Department will apply the criteria to all applications.
- g. Unsuccessful applicants will have their deposits returned and will be placed on the waiting list for the following September.
- h. In the event of a place becoming available priority will be given to those applications with the earliest date of receipt.

3. Admission to Pre-School

- a. All applications will be dated when received, acknowledged by post and kept on file.
- b. Offers for places will be made after 31st January each year.
- c. Parents will be notified when a place for their child becomes available.
- d. Confirmation of acceptance will be accompanied by a deposit of £100 payable to Methodist College Belfast. This is redeemable against the first year's fees.
- e. Application for a place does not automatically guarantee the offer of a place.
- f. Offer of a place will only be given to a child who has attained the necessary age as stipulated by Social Services. (Minimum age is currently 2 years and 9 months at the time of the enrolment)
- g. In the event of over subscription the Pre-School entrance criteria will be applied.

Although already enrolled in the College, the parents of pre-school children should complete an application form. This ensures that the children are included in the admission number for Prep 1. The same applies for those children in their pre-nursery year. They are already enrolled in the pre-school facility but should complete an application form for their second year to assist with school administration.

Appendix 1

Criteria for Admission to Pre-School

The following criteria for entry to the Pre-School will be applied in the event of the applications for places being oversubscribed.

Preference will be given to applications as follows:

1. A child in their pre-school year*.
2. A child who is the son or daughter of a Methodist Minister.
3. A child who already has a brother/ sister in the College including the Preparatory Department or the child of a member of staff.
4. A child who has applied with the £10 application fee to enter Prep 1 in the Preparatory Department before the 31st January in the year of admission.
5. Priority will be given to those who apply for the maximum number of days with 5 days before 4 days and likewise for 4 days before 3 days.
6. A child whose parent attended the school or College.
7. A child whose grandparents attended the school or College.
8. The date when the application for Pre-School was received.
9. In the event of a tie in the 8th criterion a random computer selection will be used to determine the accepted applicant(s).

*A child who has attained the age of 2 years 9 months may be considered for a place if there is space. In the event of being over subscribed in this category the criteria numbers 2 to 8 will be applied.

Appendix 2

Criteria for Admission to Prep 1

Children currently enrolled in either pre-school unit by the 1st January in the year of entry to Prep 1 are already enrolled in the College and as such have first priority in terms on entry to Prep 1.

In the event that the Prep 1 class in Fullerton or Downey House is over subscribed by the closing date of applications (usually the first Friday in December) then the following entrance criteria will apply.

1. A child who attends either the Downey or Fullerton pre-school
2. A child who is the son or daughter of a Methodist Minister.
3. A child who has a brother or sister already attending the Preparatory Department or College.
4. A child of a member of staff of the school or College.
5. A child whose parent attended the school or College.
6. A child whose grandparents attended the school or College.
7. A random computer shuffle based on birth date.

All unsuccessful applications will have their names placed on a waiting list. In the event of a place becoming available priority will be given to those applications with the earliest date of receipt.

Appendix 3

Criteria for Admission to Preps 2 to 7

In the event that any of the Prep 2 to 7 classes in Fullerton or Downey House are over subscribed at the time of application then a waiting list will be compiled. When a place becomes available the following entrance criteria will apply.

1. A child who is the son or daughter of a Methodist Minister.
2. A child who has a brother or sister already attending the Preparatory Department or College.
3. A child of a member of staff of the school or College.
4. A child whose parent attended the school or College.
8. A child whose grandparents attended the school or College.
9. A random computer shuffle based on birth date.

All unsuccessful applications will have their names placed on a waiting list. In the event of a place becoming available priority will be given to those applications with the earliest date of receipt.

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