



St Hilary's School

Admissions Policy & Procedures Including EYFS

Introduction

St Hilary's is an independent day school for girls aged between 2 and 11 years old and boys between 2 and 7 years old. The School is organised into the following areas:

- EYFS 2 -5 years
- Key Stage 1 5-7 years
- Key Stage 2 7-11 years

The Headmistress of the School is responsible for admissions.

Documents in support of this Policy include:

- Disability Access Policy (Including EYFS)
- Equal Opportunity Policy
- English as an Additional Language Policy
- SEND Policy
- SENDA Plan

The aims of this policy are:

- To ensure compliance with the School's charitable purposes.
- To set selection criteria and procedures that are consistent with this charitable purpose and fair to applicants.
- To ensure that applicants match the ethos and standards of the School and have the potential to contribute sufficiently to the school community and benefit from the many opportunities that are offered.
- To ensure that all pupils that join St Hilary's are able to be happy, successful and secure within our academic, social, moral, cultural and pastoral environment. Entry to the school does not rely on passing a formal academic test.

Entry Points

The usual entry points to the School are at Nursery (2 years), Reception (under 5 years) and Year 3 (under 8 years), although pupils may be accepted at other points if places are available.

The admission process in Early Years, Key Stage 1 and Key Stage 2 is supervised by the appropriate member of the Senior Leadership Team and the Registrar, under the guidance of the Headmistress.



Admissions to the School

Parents who are interested in applying for a place in the School for their child should contact the School Registrar to arrange a tour of the school and a meeting with the Headmistress or, in her absence, a member of the Senior Leadership Team.

Open Days are held throughout each academic year. Prospective parents are encouraged to attend at least one of these with their child prior to applying for admission, although we realise that this is not always possible.

The School will write to the parents to either:

- a) inform them that a place is available and to ask for the Registration Form to be completed and the Registration fee paid **or**
- b) inform them that a place is not currently available at the School, but that their child's name will be placed on the waiting list.

If a place is available then a date will be arranged for their child(ren) to attend a Taster Day or morning at the School. The child(ren) will spend a day in the appropriate year group. The School requires access to any relevant reports and information and these will be requested before the Taster Day. The School requests details of any special needs or disability that a prospective pupil may have, to enable the school to consider any reasonable adjustments it may need to take and to ensure the child has a positive transition from his / her current setting / school.

Parents will be notified in writing within two weeks of the Taster Day whether a place at the School is being offered or not. The School will not be obliged to state its reasons for not offering a place.

Once both the school and the parents have decided that the child(ren) will attend the School, the parents are required to sign the Parent Contract and pay the Deposit to secure the place.

The preconditions for admission are that:

- The Applicant will be able to attend lessons and participate fully in the life of the School. Reasonable adjustments will take place whenever possible to ensure new pupils do not receive less favourable treatment.
- The School is able to provide adequately for the learning needs of the Applicant.
- The School which the child currently attends or attended is able to confirm satisfactory attitudes and conduct on the part of the child and their parents.

Equal Treatment

Our aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community.



St Hilary's School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background. Our provision for bursaries is described below.

Children with Disabilities and Special Education Needs

The School has some limitations to the facilities for the physically disabled but will do all that is reasonable to comply with its legal and moral responsibilities under the Special Educational Needs and Disability, 2014, which is in force from April 2015.

The School will consider the reports and information received of all pupils to ensure that when necessary, arrangements and reasonable adjustments are put into place, to make sure that the School can establish and assess any individual or specific need or disability and ensure the Admission process is fair.

The School will consult with parents about the adjustments which can reasonably be made for the child both during the admission process and later as a pupil. Any SEN provision will be reviewed as each pupil's needs evolve and may require different levels of support.

For those children who have an EHC Plan, St Hilary's will fund SEN provision up to 13 hours per week and any additional hours included in the EHC Plan are Government funded. Any additional one-to-one support that is not included in the EHC Plan, but that St Hilary's deem necessary to provide the child with an effective education, will be paid for by the parents.

For those children that do not have an EHC Plan, but have special educational needs and/or English as an Additional Language that require extra provision or some one-to-one support, St Hilary's will fund 50% up to 13 hours per week. The parents will fund 50% up to 13 hours and 100% for any one-to-one support beyond 13 hours.

Scholarships

Scholarships are awarded for academic merit as well as for Music, Dance, Drama, Sport and Art and are available both for current girls in Year 2 for entry to Year 3 in the next academic year and new entrants into Year 3.

These are awarded on the basis of performance in the scholarship tests and at interview and each are subject to the achievement of specific criteria. A scholarship will be subject to certain conditions which parents will be asked to agree to when accepting the offer of an award.

Bursaries

Bursaries are available on entry to St Hilary's School in Key Stage 2. Current parents and parents whose children are candidates for entry who are experiencing genuine financial difficulties may apply to the Governors for a Bursary by completing a Bursary form which is available from the Bursar. The School has a Bursary Policy which is provided to all parents applying for a Bursary. This clearly lays out the criteria which the school will apply to any Bursary application. Parents will be required to provide detailed financial information and



may be interviewed by the Bursar or Headmistress, in relation to their application. The award of a Bursary shall be for a maximum period of 12 months after which the level of Bursary and the parents' current financial statement shall be reviewed. The award of a Bursary is entirely at the discretion of the Governors.

In addition, on occasion, there is a dedicated Bursary of 100% of fees for a pupil starting in September of a particular year. In years when the 100% Bursary is offered, eligibility for the award is on the basis of the parents' financial circumstances and is offered to a girl on entry into Year 3:

- whose parents have demonstrated an inability to afford a full fee-paying place
- who has attended a maintained school, and
- who may live in circumstances of economic or social deprivation.

All applications for the Bursary will be means-tested and applicants will be required to submit evidence of their income, capital and other assets. All applicants (parents or guardians) will be interviewed and a home visit will be made. As a general guide, a full Bursary will normally only be offered where the gross annual income of a household is less than £35,000.

Potential applicants should contact the Bursar by mid-November preceding each academic year to express interest and full written applications on the forms provided must be received by the specified deadline in early December. Specific dates will be posted on the school website and in Press advertisements in the years when this Bursary is available.

Reviewed November 2014

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