



Admissions Policy and Procedures Including EYFS

Introduction

St Hilary's is an independent day school for girls and boys aged between 2 and 11 years old. It is a mixed ability, non-denominational school with a family ethos that welcomes children from all backgrounds and faiths. We welcome applications for admission from all sections of society and the School does not discriminate on grounds of disability, race and religion, social or cultural background. We seek to operate an open, transparent and fair approach to admissions. We actively promote democracy, the rule of the law, individual liberty and respect those with different faiths and beliefs. These are fundamental British Values which underpin all that we offer, as does our School Motto 'Not for oneself but for all.'

The School is organised into the following areas:

- EYFS 2 -5 years
- Pre-Prep 5-7 years
- Prep 7-11 years

The Headteacher of the School is responsible for admissions.

Documents in support of this Policy include:

- Disability Access Policy (Including EYFS)
- Equality, Diversity and Inclusion Policy
- English as an Additional Language Policy
- Safeguarding Children Policy
- SEND Policy
- Accessibility 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 are 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Entry to the school does not rely on passing a formal academic test although an offer of a place may be withheld, or withdrawn, in the following circumstances:

- Where a pupil's previous school or nursery setting indicates that his/her behaviour was such that it inhibited their learning or that of other pupils. This will not apply if the child is a Looked After Child, or previously a Looked After Child.
- Where the School feels that the pupil will not be able to access the curriculum, even with reasonable adjustments.
- Where the School does not feel that it can adequately provide for a child whose learning difficulties, or physical impairments, are beyond the support that the School is able to offer, in order for him/her to access the curriculum.
- Where the School in which the pupil currently attends or attended is not able to confirm satisfactory attitudes and conduct on the part of the child and / or their parents.

Entry Points

The usual entry points to the School are at Nursery (2 years), Reception (rising 5) and Year 3 (rising 8), although pupils may be accepted at other points if places are available. The admission process in Early Years, Pre-Prep and Prep is supervised by the appropriate member of the Senior Leadership Team and the Admissions Manager, under the guidance of the Headteacher.

Entry to Nursery and Kindergarten

There are two main entry points into Nursery – at the start of the Autumn Term, and the start of the Spring Term. Children must be aged 2 by 31st August to join in the Autumn Term, or aged 2 by 31st December for entry into the Spring Term. The School does not accept entries mid-term, unless there are exceptional circumstances, i.e., the child is a looked after child, or has previously been a looked after child. Children will then spend up to 1 full year in Nursery before moving into Kindergarten. Moves from Nursery up to Kindergarten therefore take place in the Autumn Term and the Spring Term.

Children joining the School into Kindergarten, must be aged 3 by 31st August to join in the Autumn Term, or aged 3 by 31st December for entry into the Spring Term. Children will then remain in Kindergarten until the September they start in Reception.

The School reserves the right to use their professional judgement if a child is not ready to move from Nursery into Kindergarten.

Admissions to the School

Parents, or legal guardians for the child who are interested in applying for a place in the School for their child should contact the School Admissions Manager to arrange a tour of the school and a meeting with the Headteacher or, in her absence, a member of the Senior Leadership Team or other relevant member of staff. For those pupils that are relocating, and are unable to visit the School, the Headteacher will phone, Face Time, use Teams, Skype or Zoom the prospective parents.

Open Days are held throughout each academic year. Prospective parents/legal guardians are encouraged to attend at least one of these with their child prior to applying for admission, although the School understands that this is not always possible and parents are welcome to visit by appointment.

The School will write to the parents/legal guardians 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.
- Parents/legal guardians must declare any medical or educational history, e.g. if a child has an EHCP or is receiving multi agency support that may be relevant and provide copies of any Educational Psychology, specialist such as Speech and Language Therapy or paediatric medical report with the Registration Form. Failure to do so may be in breach of our terms and conditions.
 - 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, if possible. The child(ren) will spend a day in the appropriate year group. This is not an assessment day but an opportunity for the children and staff to spend time together. Parents/legal guardians of children in EYFS are invited to spend a Stay and Play session with their son/daughter. Alternatively, the Headteacher and key staff will Facetime, Skype, Teams or Zoom the prospective pupil/s and their families.
 - The School will inform the Local Education Authority (LEA) of those pupils who join or leave the school as required by Safeguarding Children, Keeping Children Safe in Education (KCSIE) 2024. Further information on the Admission Register can be found later on in this document.
 - The School will require access to any relevant reports and information, from the child's current Setting/School and will actively seek these if not provided.
 - The Setting/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.
 - 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/legal guardian will usually be notified in writing within two weeks of the Taster Day whether or not a place at the School is being offered, or whether further information is required.

Once both the school and the parents/legal guardians have decided that the child(ren) will attend the School, the parents/legal guardians are required to sign the Parent Contract and pay the deposit to secure the place. This guarantees a place at St Hilary's School. Any withdrawal following this is subject to the notice periods specified in the contractual terms and conditions. Parents or guardians who wish to appeal against a decision not to offer a place to an applicant may appeal to the Chair of Governors at the School and should state the grounds for the appeal. Contact details can be obtained from the School Office.

The School reserves the right, according to the Code of Practice for Schools (IAPS, ISA and ISC), prior to offering a place:

- to contact the pupil's current school or preschool setting to advise on the pupil's application

- to request a reference or report; and
- to request confirmation that all fees have been paid, where appropriate.

The School's DSL will request any Safeguarding records on the child from the current Setting / School and will actively follow this request to ensure that records have been received and the contents noted, before a child starts at the School.

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 has been in force from April 2015.

In line with the Special Needs and Disability Act, 2014 we will take reasonable efforts to ensure disabled pupils and those with special educational needs are not at a substantial disadvantage in matters of admission. We request that parents/ legal guardian of children with special educational needs and/or physical disabilities discuss their child's requirements with the School before registering for a place. This enables the School to determine whether the School can make reasonable adjustments to ensure that the child can flourish as a learner. Where necessary parents will be asked to provide reports from agencies e.g. Educational Psychologist or Speech and Language Therapist and/or medical reports, e.g. clinical psychologist, specialist paediatric reports; as the School may need to discuss provision with external agencies. The cost of such reports is the responsibility of the parents.

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. Any SEND 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 SEND provision up to 13 hours per week. 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. The school makes no charge for pupils having 1:1 lessons or small group work with the Learning Support Teachers.

This policy applies to all members of our School community, including those in our EYFS setting. In line with our Provision of Information Policy this document is available to all interested parties and can be accessed on our School website and on request from the School Office and should be read in conjunction with the School's Behaviour and Discipline Policy and Exclusions Policy.

Scholarships

Scholarships are awarded for academic merit as well as for talent in Art, Music, Dance, Drama and Sport. These are available for both current girls and boys 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.

Bursaries

Bursaries are available on entry to St Hilary's School in Prep. Current parents, and parents whose children are candidates for entry who are experiencing financial difficulties, may apply to the Governors for a Bursary by completing a Bursary form; this is available from the Business Manager. The School has a Bursary Policy which is provided to all parents applying for a Bursary. This sets 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 Business Manager or Headteacher 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 Headteacher and Governors.

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

- who would benefit from the education offered by the School
- whose parent/s have demonstrated an inability to afford a full fee-paying place
- who has attended a maintained school or is a refugee
- 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 Business Manager by mid-November, where possible, preceding each academic year to express interest. Full written applications, on the forms provided, must be received.

Admissions Register

In accordance with the Education (Pupil Registration) (England) Regulations, 2006, an Admission Register is maintained. From the beginning of the first day on which St Hilary's has agreed or been informed that the pupil will attend the School, an entry will be made in the School's admissions register in line with the Education (Student Registration) (England) regulations 2006.

The Admission Register is completed electronically by the Admissions Manager and shows:

- Pupil's legal name in full and the name usually used in school if different
- Birth sex
- Name and address of every person known to the School to be a parent and /or carer of the pupil (and an indication of the parent / guardian with the whom pupil normally resides and which parents hold parental responsibility)
- The address of the pupil
- At least one phone number at which each parent / guardian / carer can be contacted in an emergency

- Day, month and year of birth
- Day, month and year of admission or readmission to the school (the actual start date)
- Name and address of the School last attended (if any)
- The name or title of any person making an amendment and the date the amendment is made
- Where the relevant records of documentation showing permission to study in the UK normally live there, when a parent informs the School that a pupil will be living at a different address.

The School is aware that parents holding parental responsibility, even if not caring for the child, have the right to receive relevant information from the School in respect of any pertinent matter affecting the child, unless a Court Order indicates otherwise.

The Admissions Register is kept for at least six years, from the point of entry and is backed up electronically monthly. These back- up copies are retained for over six years after the end of the school year in question. When a child leaves the School confirmation is sought from the receiving school and the leaving date recorded in the register in accordance with the Education (Pupil Registration) (England) Regulations 2006. The inclusion/deletion from the register is done according to the Education (Pupil Registration) (England) Regulations 2006.

The School will inform the Local Authority (where a child is resident) when a pupil is noted as leaving the School and will therefore no longer be on the Admissions Register for the following reasons:

- The child is receiving education otherwise than at school, including home-schooling
- The family has apparently moved away
- The child has been certified medically unfit to attend
- The child is in custody for more than four months
- The child has been permanently excluded
- The child leaves at any non-standard transition point

The School will also notify the Local Authority when a pupil does not attend school regularly, or is absent without permission for more than 10 continuous school days and the School will analyse its attendance data to look for patterns in a pupil's absence. The school will also notify the LEA if a pupil is absent due to sickness for 15 days (whether consecutive days or not).

A pupil will not be deleted on medical grounds, when certified by a school medical officer. The school will inform the LEA in such circumstances.

The school will delete a pupil from the Admission's Register following 20 days of unauthorised absence, or 10 days following a period of authorised absence, where the school / LEA have located the pupil and agree that there are no reasonable grounds to believe the pupil will attend school again, taking into account any reasonable steps they could make to secure the pupil's attendance.

The LEA will be able to view and / or take extracts from the Admission Register on request and the Secretary of State may also access and take extracts of the Attendance Register.

This policy pays due regard to the School Attendance (Pupil Registration) (England) Regulations 2024

Reviewed: June 2019, June 2021, June 2022, June 2023, June 2024, July 2025

Next review date: June 2026

Person(s) responsible: Mrs Jane Whittingham (Headteacher) | Mrs Sarah Wharf (Admissions Manager)