



# 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. It is a mixed ability, non-denominational school with a Christian ethos that welcomes children from all backgrounds. We actively promote democracy, the rule of the law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. These are fundamental British Values which underpin all that we offer, as does our School Moto 'Not for oneself but for all.'

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 Opportunities and Inclusion Policy
- English as an Additional Language Policy
- Safeguarding Children 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 is 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school does not rely on passing a formal academic test although occasionally an offer of a place may be withheld, or withdrawn, in the following circumstances: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 this/her behaviour was such that it inhibited their learning or that of other pupils
- Where the School feels that the pupil will not be able to cope with the curriculum
- 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 it 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, 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 or other relevant member of staff. For those pupils that are relocating, the Headmistress will phone, Face Time or Skype the prospective parents.

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 often 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, if possible. The child(ren) will spend a day in the appropriate year group. Alternatively, the Headmistress and key staff will Skype the prospective pupil/s.
  - The School will inform the Local Authority of those pupils who join or leave the school as required by Safeguarding Children, Keeping Children Safe in Education (KCSIE) 2016. Further information on the Admissions Register can be found later 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 will usually be notified in writing within two weeks of the Taster Day whether a place at the School is being offered or not, or whether further information is required.

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.

### **Equal Treatment**

Our aim is to encourage applications from candidates with as diverse a range of backgrounds. 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 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.

### **Scholarships**

Scholarships are awarded for academic merit as well as for Music, Dance, Drama, Sport and Art. These are available for both 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.

### **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 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 Headmistress and 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 parent/s 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 website and in Press advertisements in the years when this Bursary is available.

In accordance with the Education (Pupil Registration) (England) Regulations, 2006, an Admission Register is maintained. The Admission Register contains information regarding the pupil's full name, sex, and the name of the parent known to be a parent of the pupil by the School, and the address indicating which parent the pupil normally resides with. The Admissions Register indicates which parents hold parental responsibility as defined by Section 3 Children Act 1989. The School will take reasonable action to ascertain the full name of the parent with whom the pupil will normally live with in the future and the date from which it is expected the pupil will 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. At least one contact number is recorded on the Admissions Register in which the parents can be contacted in an emergency, the pupil's date of birth, date of admission and the name and address of the school last attended (where applicable). The first day of admission or re-admission is recorded on the Admissions Register. The School takes its responsibility to Safeguarding Children extremely seriously



including towards children missing education (KCSIE 2016). As from September, 2016, the name of the destination school/s, notified by a parent and the first date of the attendance will be recorded, whenever it is reasonably possible to obtain this information from the parent/s.

For all non-standard admissions and departures, the Local Authority will be notified immediately and before a pupil's name is to be added or deleted from the Admission Register under all fifteen grounds in line with Regulation 8 of The Education (Pupil Registration) (England) Regulations 2006. The School will not delete a pupil from the Admissions Register following 10 authorised or 20 day unauthorised absences without making joint enquiries with the Local Authority as to the pupils' whereabouts. The School will 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.

**Reviewed:** September, 2016, **Reviewed:** June, 2017 September, 2018

**Review date:** September, 2019

**Person responsible:** Jane Whittingham (Headmistress)