



# Admissions Policy

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## Summary of changes and reviews

Version	Date	Summary of amendments	By
1.0	9 Sep 21	Initial version / Version control numbering implemented.	NR
1.1	23 Apr 21	Revised Nursery Admissions Policy updated	NR
1.2	20 Sep 21	Add section about using GL Assessment for benchmarking when pupils visit on their taster/trial day	NR
1.3	Sept 2022	Reviewed and updated	NR
1.4	Sept 2023	Reviewed and updated	NR
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## Contents

Aims and objectives of this Policy .....	3
Who we welcome .....	3
Overseas Students .....	3
Admissions procedure .....	4
UK residents.....	4
Overseas students .....	4
Nursery Admissions .....	5
Toddlers (2+).....	5
Pre-Reception (3+).....	5
Pre-Prep Admissions.....	5
Reception (4+) .....	6
Year 1 (5+).....	6
Year 2 (6+).....	6
Prep Admissions (Transfer to the Prep at 7+): .....	6
Finance .....	6
Admissions Register.....	6



# ADMISSIONS POLICY AND PROCEDURES

This policy applies to EYFS and Boarding and should be read in conjunction with the following:

- Attendance Policy
- Accessibility Plan
- Equal Opportunities Policy
- SEND Policy

## Aims and objectives of this Policy

When considering new pupils, we endeavour to ensure that possible candidates and their parents have the opportunity at open days and at interview to discover whether the school meets their particular needs and priorities.

We aim to create a community of pupils who will flourish in an environment where the emphasis is on the development of the individual, self-reliance and independence of mind, and the imagination and courage to take risks.

## Who we welcome

We welcome candidates who will flourish within the school's aims, values and ethos. All candidates are given equal consideration regardless of race or creed. The school aims to actively promote the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs; the protected characteristics are set out in Chapter 1 of Part 2 of the Equality Act 2010.

Candidates are assessed through meeting and interacting with current pupils and key members of staff. In KS1, 2 and 3 candidates are assessed informally against the school entry standard for English, Maths and Verbal Reasoning in order to ensure they can enjoy the stimulating learning environment we provide. Parents/guardians should provide all necessary information so that the child's current learning profile can be understood.

The nature of the school building presents some problems to any child with a physical disability, but pupils with such disabilities are not precluded from applying and being given equal consideration. Children with various medical conditions are well catered for. Boys and girls with specific learning disabilities are accepted provided they appear able to hold their own academically and socially; specialist help is offered after a further screening on entry.

## Overseas Students

Hatherop Castle welcomes overseas students from all countries. This enables us to prepare them for British senior schools or to give a good experience of the British education system and culture. They join a family run boarding house, busy with extra activities at weekends and after school. The boarding house is run by Mr and Mrs Nish, house staff and the Headmaster and his family.

Applications can be made by individuals or via an Overseas Agent. As with UK residents, applicants are given equal consideration regardless of race or creed. Candidates are assessed before entry via an online interview with the Headmaster to assess the level of English in order to determine whether or at what level the child can access our curriculum and from reports received from schools.

EAL lessons are included in the fees and are arranged within the pupils' timetables by our staff.



## Admissions procedure

### UK residents

The Director of Admissions and Marketing and Registrar are responsible for the application procedure, registering of applicants and arranging interviews and visits. Enquiries for entry are first made via the Registrar and children can join the school at the start of any of the three school terms. Occasionally pupils will join during the term if deemed appropriate and relevant such as for a house move. An appointment to meet and tour with the Headmaster and the staff is arranged. It is then hoped the parents will register their child by completing the registration form and paying the registration fee.

The child is then invited to join the school for a trial day when they will join their appropriate year group and a buddy is assigned for the day. During the day they will be assessed informally in their classrooms and pupils in KS1, 2 and 3 will sit a CAT4 assessment test. It is after the trial day when the school will offer a place.

Parents accept the place by paying a deposit of £500. Deposits are refundable once the child has completed their time at the school, subject to all fees and charges having been paid in full.

All children from Reception to Year 8 are invited to spend a day in school with the appropriate age group as a taster day. This is to help the pupil settle into the school before starting officially. If a child is moving from another school, they will be asked to bring examples of the work they are doing in reading, writing and mathematics. The School will also contact the child's previous school for a written report on the child (academic and behaviour). If the child is a prospective boarder they will be offered the chance of doing the "Hatherop 24 Hours".

Following the visit, we will inform parents how the trial day has gone; informally by word of mouth or in letter form. If following the assessments and day visit the school feels the child will not thrive at Hatherop Castle School we will advise the parents and if required return the deposit.

If a child has specific educational needs, either disclosed by the parents (with specialist report) or identified by the school, a programme of the support we can provide will be outlined by the school. Extra support is available from specialist teachers, at parental expense. This is arranged following full consultation with and agreement from parents. (See SEND Policy').

### Overseas students

Overseas applicants should fill out an application form. We also need details of any guardianship arrangement. Fees include EAL lessons per week and airport transfers on specified dates. They do not cover educational visits, weekend trips and expenses or personal pocket money. A sum of money can be deposited with the Business Manager to fund any visits and pocket money is deposited with the house parents at the beginning of each term.

A registration fee of £100 is required with the application form and a deposit of £500 once a place is offered. Deposits are refundable once the child has completed their time at the school, subject to all fees and charges having been paid in full. Termly fees should be paid two weeks before the start of term. Passports and/ or Visas will be kept by the school office. Parents must advise the school two weeks in advance of any travel arrangements. If a Guardianship Agency is used full details should be given to the school before the start of the academic year. A separate amount of money, we suggest £100 per term, should be paid for pocket money.

If overseas students require a Tier 4 visa, then an extra layer of procedure will apply. The school has to apply through the UK Boarder Agency and obtain a Confirmation of Acceptance for Studies (CAS) number in order that the student can apply for a visa in order to study in the UK. The school requires that the registration fee, deposit and forms are completed before a CAS number is applied for.



Following entry to the school further tests in English may be required to assess the level of English in order to determine whether or at what level the child can access our curriculum.

## Nursery Admissions

The Hatherop Castle Nursery is for Nursery children who are ideally continuing through the School. Pupils can join the Nursery School including year-round childcare from their 2<sup>nd</sup> birthday, subject to vacancies. The majority of children join the school at 2.5 years. A 50-week provision is available.

To register your child for Nursery the Registration forms must be completed and the £75 registration fee and £500 deposit must be paid.

When inquiring about a place for your child in to Nursery you will be asked whether you intend for your child to continue through into Hatherop Castle Reception Class. Should you not wish to continue through and you are local to the School then you will be eligible for a Community Place. If you are not awarded a Community Place and decide to withdraw your child from Nursery at any stage, the £500 deposit will be forfeited.

Transfer from Pre-Reception to Reception is expected unless other arrangements are given on the recommendation of the Nursery Manager or Headmaster in consultation with parents or your child is awarded a Community Place.

Community Places are awarded to local families on a first registered first served basis. The number of Community Places is up to the school's discretion. If awarded a Community Place a written contract between the School and Parents/Guardian will be issued. The £500 deposit will be returned to the family providing a Term's Notice is received in writing.

## Toddlers (2+)

Children are assigned to a key worker within the appropriate staff pupil ratio. The recommended minimum number of sessions is 2 per week.

## Pre-Reception (3+)

Children may join Pre-Reception without having attended Toddlers.

- Children join the Pre-Reception classes from the September following their 3rd birthday.
- A minimum of 3 mornings each week is recommended to ensure children access to the full range of the curriculum provided. However, the sessions can be taken in any combination of full/half days. This is subject to availability of places.
- All children must do a minimum of 3 days per week when they reach the age of 3, unless agreed otherwise with Nursery Manager or Headmaster.
- All children in Pre-Reception should be attending a minimum of 3 days per week in the Trinity Term to help prepare them for Reception in the following September.

The staffing ratios in Nursery are as follows:

- For children under the age of three 1:5.
- For children 3 and above either 1:8 or 1:13

These ratios are as advised in the DFE Revised 'Statutory Framework for the Early Years Foundation Stage'.

## Pre-Prep Admissions

Each year group has class sizes no bigger than 18. There are generally two classes per year group with a fully qualified class teacher for each class.



## Reception (4+)

Children are expected to attend school full time (8.40am to 3.40pm, Monday to Friday) on entry to this year group. If a child is finding a 5 day week too tiring, then following consultation with the Head of Pre-Prep allowances will be made to go home early on a particular day, however No fee remission will be offered.

## Year 1 (5+)

Children are expected to attend school full time (8.40am to 3.40pm, Monday to Friday) on entry to this year group.

## Year 2 (6+)

Children are expected to attend school full time (8.40am to 3.40pm, Monday to Friday) on entry to this year group.

## Prep Admissions (Transfer to the Prep at 7+):

Transfer from the Pre-Prep is expected. Any concerns regarding transfer will be discussed with parents at the earliest opportunity.

Children are expected to attend school full time (8.30am – 4.30pm, Monday to Friday) on entry to any of these year groups.

## Finance

The School receives the Nursery Grant (currently available for up to 6 terms for all children aged 2, 3 and 4 years). The School will coordinate application on behalf of parents, but it is the parent's responsibility to complete the relevant form and return it to the Bursary. Once an application has been received the school will invoice the parents for additional costs.

All fees, (other than for children in receipt of the Nursery Grant) are to be on or before the first day of the new term. Payment plans can be accommodated please do ask the School Bursar.

Financial assistance in some form may be available for Pre-Prep children depending on the availability of finances. There are a limited number of bursaries and scholarships available from Years 3 – 8 for pupils whose parents would like them to benefit from the education on offer at Hatherop Castle, but who might need financial assistance. Please contact the Director of Admissions and Marketing for further information. Any bursary decision is made by the finance team at Wishford Schools.

A Term's notice must be given in writing, if the parent does not wish their child to transfer to the following year group, or if the pupil status is changed from boarding to day or vice versa. All details regarding entry to the school can be obtained from the Director of Admissions and Marketing by contacting the school direct.

The School shall maintain an admissions and attendance register in accordance with The Education (Pupils Registration) (England) Regulations 2006, the Education (Pupil Registration) (England) (Amendment) Regulations 2013 and the regulatory requirements of the Independent Schools Inspectorate.

## Admissions Register

For each pupil, the admission register must contain:

1. Name in full
2. Sex
3. Name and address of every person known to the proprietor to be a parent of the pupil (and an indication of the parent with whom the pupil normally resides and which parents hold parental responsibility as defined by Section 3 Children Act 1989). NB Parents holding parental responsibility,



even if not actually caring for the child, have a right to receive relevant information from the school in respect of any pertinent matter affecting the child, unless a court order indicates otherwise.

4. At least two telephone numbers at which the parent/guardian can be contacted in an emergency.
5. Day, month and year of birth
6. Day month and year of admission or re-admission to the school
7. Name and address of the school last attended, if any
8. An indication of boarding or day attendance

The name of a pupil must be included in the register from the beginning of the first day on which the school has agreed, or has been notified, that the pupil will attend the school. For most pupils the expected first day of attendance is the first day of the school year.

Where a pupil is registered at more than one school, his/her name may only be deleted from the admission register of a school which he/she has ceased to attend where the proprietor of any or every other school at which the pupil is registered gives his/her consent, (except where the pupil has died, been permanently excluded or is of no fixed abode).

Before deleting a pupil's name from the admission register on the ground that he/she has not returned from leave of absence exceeding 10 days, both the proprietor and the local education authority must have failed, after reasonable enquiry, to ascertain where the pupil is.

The period which a pupil's name may be deleted from the admission register on the ground that the pupil has been continuously absent without authorisation has been changed to 20 school days and additionally the proprietor must not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or unavoidable cause.

The name of the pupil who is detained in pursuance of a final court order or order of recall may now only be deleted from the register where that order is for a period of not less than four months and where the proprietor does not have reasonable grounds to believe that the pupil will return to school at the end of that period.

