



Admissions Policy

Reference:	CO2
Version number:	1.7
Last updated:	Sept 2025

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
1.5	Sept 2024	Reviewed and updated	NR
1.6	Sept 2025	Information regarding Nursery sessions adapted due to numbers increasing in the Nursery	NR
1.7	Sep 25	Information about the Immersion Programme admissions process	JW



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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 prospective candidates and their parents have the opportunity, at open days and during interviews, to determine whether the school meets their 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, independence of mind, and the imagination and courage to take risks.

Who We Welcome

We welcome pupils who will thrive within the school's aims, values, and ethos. All candidates are given equal consideration, regardless of race or creed.

The school actively promotes 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 meetings and interactions with current pupils and key members of staff. In Key Stages 2 and 3, candidates are informally assessed against the school's entry standards for English, Maths, and Verbal Reasoning to ensure they can benefit from and enjoy the stimulating learning environment we provide. Parents/guardians should provide all necessary information so that the child's current learning profile can be fully understood.

The nature of the school building presents certain challenges for children with physical disabilities, but such pupils are not precluded from applying and being given equal consideration. Children with various medical conditions are well supported. Boys and girls with specific learning difficulties are accepted, provided they appear able to keep pace both academically and socially. Specialist help is offered following further screening upon entry.

Overseas Students

Hatherop Castle welcomes overseas students from all countries. This provides them with preparation for British senior schools or an enriching experience of the British education system and culture.

Overseas students join a family-run boarding house, which is active with extracurricular activities on weekends and after school. The boarding house is run by Mr and Mrs Usher supported by house staff, the Head, 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.

If staying for a period of longer than 3 weeks, candidates are assessed before entry via an online interview with the Head to evaluate their level of English and to determine whether, and at what level, they can access our curriculum. This assessment is supplemented by reports from their current schools.

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



Admissions Procedure

UK Residents

The Director of Admissions and Marketing, along with the Registrar, is responsible for overseeing the application process, registering applicants, and arranging interviews and visits.

Initial enquiries are handled by the Registrar, and children may join the school at the start of any of the three school terms. Occasionally, pupils may join mid-term if it is deemed appropriate and relevant, such as in the case of a house move.

An appointment is arranged for parents to meet the Head, tour the school, and meet key members of staff.

Following the initial visit, the process is as follows:

Trial Day Invitation:

Parents may be invited for another visit or to bring their child/children in for a trial day. During the trial day, the child will join their appropriate year group and be assigned a buddy. They will be informally assessed in their classrooms. Pupils in Key Stages 2 and 3 will also sit a CAT4 assessment test.

Offer of a Place:

After the trial day, the school will decide whether to offer a place. Parents accept the offer by paying a deposit of £500. This deposit is refundable once the child has completed their time at the school, provided all fees and charges have been paid in full.

Taster Day:

All children from Reception to Year 8 are invited to spend a taster day at the school with their appropriate age group. This helps them settle in before officially starting.

While this is the process we aim to follow, there may be variations to meet the individual needs of the child or family.

If a child is moving from another school, we will request a written report on the child's academic progress and behaviour from their previous school.

If, after the assessments and trial day, the school concludes that the child will not thrive at Hatherop Castle School, we will inform the parents and, if applicable, return the deposit. A letter will be provided outlining the reasons why Hatherop is not the most suitable environment for the child to progress and thrive.

If a child has specific educational needs, whether disclosed by the parents (supported by a specialist report) or identified by the school, we will outline the support available. Additional support from specialist teachers can be arranged at an extra cost, in full consultation with, and agreement from, the parents. (See SEND Policy.)

For children joining our Reception class from Pre-Reception, parents will receive a formal offer letter in January confirming their child's place in Reception.

Overseas Students

Overseas applicants must complete an application form and provide details of any guardianship arrangements. Fees for children staying longer than a 3-week period include EAL lessons each week and airport transfers on specified dates. They do not include educational visits, weekend trips, personal expenses, or pocket money.



A registration fee of £300 is required with the application form for any non EU pupil staying longer than 3 weeks. A deposit of £3,500 is required once a place has been offered. for any non EU pupil staying longer than 3 weeks.

Both deposits are refundable once the child has completed their time at the school, provided all fees and charges have been paid in full.

Termly fees must be paid two weeks before the start of each term.

Passports and/or visas will be securely held by the school office. Parents must advise the school at least two weeks in advance of any travel arrangements.

If a Guardianship Agency is used, full details must be provided before the start of the academic year.

If overseas students require a Tier 4 visa, an additional process applies.

The school must apply through the UK Border Agency to obtain a Confirmation of Acceptance for Studies (CAS) number, which the student will then use to apply for a visa to study in the UK.

The registration fee, deposit, and all required forms must be completed before a CAS number can be issued. Following entry, further English assessments may be carried out to determine whether, and at what level, the child can access our curriculum.

Immersion Programme Students

In addition to our long-term overseas boarding pupils, Hatherop Castle also welcomes short-term international pupils through our English Language Immersion Programme.

Programme Duration and Age Range

The Immersion Programme is available to pupils aged 9–13 years (Years 4–8) and runs for a period of 2–3 weeks during the Autumn, Spring, and Summer Terms. Group sizes are limited to approximately 6–8 pupils per week to ensure a tailored experience.

Admissions and Assessment

Applicants follow a simplified admissions process. A Zoom interview with the Head is arranged prior to entry to discuss the child's stay, assess their level of English, and agree the terms and conditions of participation. Pupils are fully integrated into lessons, boarding, and co-curricular activities, and receive additional EAL support. At the end of their stay, students receive a confirmation of studies, a report, and a letter from the Head.

Fees

The cost of the Immersion Programme is £1,400 per week, which is inclusive of:

- All meals and snacks
- Boarding accommodation and activities
- Lessons, including EAL provision
- Weekend trips and excursions
- Airport transfers on specified dates

Full payment is required 4 weeks prior to arrival.



Nursery Admissions

Hatherop Castle Nursery is designed for children who are expected to continue through the school.

Pupils may join the Nursery, including year-round childcare, from their second birthday, subject to availability. A 50-week provision is available.

To register a child for Nursery, parents must complete the registration forms and pay a £125 registration fee and a £500 deposit.

When enquiring about a Nursery place, parents will be asked whether they intend for their child to continue into Hatherop Castle Reception Class.

If parents do not wish to continue and are local to the school, they may be eligible for a Community Place, which requires the child to attend a minimum of four days per week.

If a Community Place is not awarded and parents later withdraw their child from Nursery, the £500 deposit will be forfeited.

Transfer from Pre-Reception to Reception is expected unless alternative arrangements are agreed upon following consultation with the Nursery Manager or Headmaster, or if the child has been awarded a Community Place.

Community Places are awarded to local families on a first-come, first-served basis, at the school's discretion.

If a Community Place is awarded, a written contract will be issued between the school and the parents/guardians.

The £500 deposit will be returned, provided that one term's written notice of withdrawal is given.

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 generally join the Pre-Reception classes in September following their 3rd birthday. However, this is discussed with parents before a final decision is made.

A minimum of three mornings per week is recommended to ensure children have access to the full curriculum. However, sessions may be taken in any combination of full or half days, subject to availability of places.

In the final year of Pre-Reception (Pre-Reception Upper), children should attend at least three days per week, unless alternative arrangements are agreed upon with the Nursery Manager or Headmaster.

During the Trinity Term of Pre-Reception Upper, children are strongly encouraged to attend a minimum of four days per week to help prepare them for transition to Reception in September.

Staffing Ratios in Nursery:



For children under the age of three: 1:5

For children aged three and above: 1:8 or 1:13 dependant on Nursery practitioner's qualification.

These ratios are in accordance with the DfE Revised Statutory Framework for the Early Years Foundation Stage.

Pre-Prep Admissions

Each year group has class sizes of no more than 18 pupils, with two classes per year group where possible. Each class has a fully qualified class teacher.

Reception (4+)

Children are expected to attend school full-time, from 8:40 am to 3:40 pm, Monday to Friday, upon entry to this year group.

If a child finds a five-day week too tiring, allowances may be made — following consultation with the Head of Pre-Prep — for the child to go home early on a particular day. No fee remission will be offered for reduced attendance.

Year 1 (5+)

Children are expected to attend school full-time, from 8:40 am to 3:40 pm, Monday to Friday.

Year 2 (6+)

Children are expected to attend school full-time, from 8:40 am to 3:40 pm, Monday to Friday.

Prep Admissions (Transfer to Prep at 7+)

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

Children entering the Prep are expected to attend school full-time, from 8:30 am to 4:30 pm, Monday to Friday.

Finance

The school receives the Nursery Funding, currently available for up to six terms for all children aged 2, 3, and 4 years.

The school will coordinate the application on behalf of parents; however, it is the parents' responsibility to complete the relevant forms and return them to the Bursary. Once the application has been processed, the school will invoice parents for any additional costs.

All fees (excluding those covered by the Nursery Grant) must be paid on or before the first day of the new term. Payment plans can be arranged — please speak to the School Bursar for further information.

Financial Assistance

Financial assistance may be available for Pre-Prep children, depending on the availability of funds.



There are a limited number of bursaries and scholarships available for pupils in Years 3–8 whose parents require financial support to enable them to benefit from the education offered at Hatherop Castle.

For further information, please contact the Director of Admissions and Marketing. All bursary decisions are made by the finance team at Wishford Schools.

Notice Period

A term's written notice must be given if:

Parents do not wish their child to transfer to the following year group, or

The pupil's status is to change from boarding to day or vice versa.

All details regarding entry to the school can be obtained by contacting the Director of Admissions and Marketing directly.

Regulatory Compliance

The school maintains an admissions and attendance register in accordance with:

The Education (Pupil Registration) (England) Regulations 2006

The Education (Pupil Registration) (England) (Amendment) Regulations 2013

The regulatory requirements of the Independent Schools Inspectorate (ISI)

Admissions Register

For each pupil, the admissions register must contain the following information:

Full name of the pupil.

Sex of the pupil.

Name and address of every person known to the proprietor to be a parent of the pupil, including:

An indication of the parent with whom the pupil normally resides.

Details of which parent(s) hold parental responsibility, as defined by *Section 3 of the Children Act 1989*.

Note: Parents who hold parental responsibility, even if they are not the primary caregivers, have the right to receive relevant information from the school concerning any significant matter affecting the child, unless a court order states otherwise.

At least two emergency contact telephone numbers for the parent(s) or guardian(s).

Date of birth (day, month, and year).

Date of admission or re-admission to the school (day, month, and year).

Name and address of the previous school attended, if applicable.

Type of attendance, indicating whether the pupil is a day pupil or a boarder.

Registration Requirements

A pupil's name must be included in the register from the first day on which the school has agreed, or been notified, that the pupil will attend.



For most pupils, this will be the first day of the school year.

Where a pupil is registered at more than one school, their name may only be removed from the admissions register when the proprietor of the other school (or schools) confirms that they consent to the deletion.

Exceptions: A pupil's name may be removed without such consent if the pupil has:

Died,

Been permanently excluded, or

Is of no fixed abode.

Deletions Due to Extended Absence

Before deleting a pupil's name because they have not returned from leave of absence exceeding 10 days, the school proprietor and the local education authority must first make reasonable enquiries to determine the pupil's whereabouts.

The period during which a pupil may be deleted from the register due to continuous unauthorised absence is now 20 school days, provided that:

The proprietor does not have reasonable grounds to believe that the pupil is unable to attend due to sickness or another unavoidable cause, and

The absence has been unauthorised throughout the 20-day period.

Deletions Due to Detention by Court Order

A pupil's name may only be deleted from the admissions register if they are detained under a final court order or order of recall where:

The detention period is not less than four months, and

The proprietor has no reasonable grounds to believe that the pupil will return to school at the end of the detention period.

