

HEMDEAN HOUSE SCHOOL

CAVERSHAM

Admission Procedure

Last updated: 01/05/2020

Please contact the Admissions team to arrange an appointment and guided tour of Hemdean House School with Mrs Chalmers, the Head Teacher, at a mutually convenient time. We currently operate viewings by appointment only rather than open days.

If you would like to register your child at Hemdean House School, we ask that you complete the Registration Form and return it to us, indicating when you would like your child to start. Upon receipt of the completed Registration Form, £75 Registration Fee and a copy of your child's birth certificate, you will receive a letter from the school confirming that your child is on the Hemdean House entry list.

A member of the Admissions team will contact you directly, inviting your child to spend an introductory day with their peer group (this will be a part day for Kindergarten pupils). This visit will take place during the term prior to the proposed entry date.

A firm offer of a place is usually made after your child's day visit to the school. Along with the offer document an Acceptance Agreement, Terms and Conditions for Admission and the School Rules will be sent to you.

Upon receipt of your completed Acceptance Agreement form and £750 deposit, further information will be sent to you. The deposit will be returned when your child completes their education with us at the end of Year 6, on the condition that all books and school property is returned and all financial obligations have been met. In the event that a pupil's education is prematurely terminated at Hemdean House School, the deposit will not be refunded.