

# HEMDEAN HOUSE SCHOOL

## CAVERSHAM

### Admissions Policy

**Revised: February 2021**

**Review date: February 2022**

#### INTRODUCTION

Hemdean House School ('Hemdean House') is a non-selective independent day school in Caversham, Berkshire for pupils aged between 4 and 11.

The Head Teacher is responsible for final admissions and the operation of this policy.

This policy is inclusive of all Hemdean House pupils including those in the Early Years Foundation Stage. The aim of this policy is to ensure compliance with Hemdean House's admissions procedure and to ensure the application process is as transparent as possible.

#### INTAKE

- The usual entry points are at Kindergarten or Reception level, but in-year applications can be accepted at any point throughout the year and for all year-groups, if places are available. Hemdean House has ample experience with in-year applications.
- For the purposes of school year entry, applicants' ages are calculated according to UK norm. Hemdean House is not entirely fixed on the 1st September birthday cut-off for determining the applicant's eligibility for entry, but we will need to assess if applicants whose birthdays fall after 1st September in the year of entry are mature enough to cope with the higher level of education.
- Occasionally, an applicant may have fallen behind in his/her education due to illness, time spent abroad, etc. In such a case, Hemdean House may offer a place in a year lower than the applicant's age would normally imply. Occasionally, Hemdean House may also offer an outstanding applicant a place in a year ahead of his/her chronological age group. Parents or guardians will be consulted before such an offer is made, but the decision as to the appropriate year for the applicant, taking into account all the relevant circumstances, is a matter for the Headteacher, whose decision is final.

#### ADDITIONAL EDUCATIONAL NEEDS AND DISABILITY

- Hemdean House has limited facilities for pupils with physical difficulties but will do all that is reasonable to comply with its legal and moral responsibilities under the Special Educational Needs and Disability Act 2001 and 2014 in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, Hemdean House can cater adequately.
- Parents or guardians of an applicant who has any disability or additional educational need must provide the Admissions Team with full written details, including any reports from external agencies, at the point of registering interest for admission and any additional information at least one week before visiting or attending a Taster Day at Hemdean House.

- Hemdean House requires this information so that, in the case of an applicant with particular needs, those needs can be assessed and the school can make sure they can provide adequately for them throughout the admission process.
- Hemdean House will consult with parents or guardians about the adjustments, which can reasonably be made for the applicant both during the admission process and later as a pupil.

## **BURSARIES**

- New parents should apply before signing their Acceptance Agreement. Current parents or guardians who are experiencing genuine financial difficulties may apply to the Governors, through the Headteacher for a Means Tested Bursary at any point, by completing a Bursary Form and providing evidence in the form of the previous 3 months bank statements including any savings accounts. Please contact the Admissions Team for further details.
- Bursaries are means tested and parents will be required to provide detailed financial information. The Headteacher, after reviewing the documentation together with the Finance Officer, will recommend the level of the bursary required to the Governors. The Governors have the final say in levels of bursaries awarded.
- The award of a bursary is tenable for the time the pupil attends Hemdean House, unless there is a change in personal circumstances. The level of bursary and parents or guardian's current financial circumstances are reviewed annually. The award of a bursary is entirely at the discretion of the Headteacher and board of Governors.
- All awards are made on a case by case basis and are confidential.
- If there is a breach in confidentiality, the bursary will be withdrawn.

## **ADMISSIONS TIMELINE**

- After initial contact, parents or guardians of prospective pupils are invited for a personal tour of Hemdean House, led by the Headteacher.
- Parents or guardians of applicants must complete a Registration Form (see 'Admissions Procedure') and pay the appropriate Registration Fee, which is non-refundable.
- If the applicant has any additional educational needs or disability parents or guardians must notify Hemdean House on the Registration Form and provide full written details, including a copy of all reports prepared by an Educational Psychologist where available. Should the school become aware of information that was withheld on application, any offer of a place maybe subsequently withdrawn and the deposit retained.
- Hemdean House will seek a written reference or reports from the applicant's current school.
- The offer of a place will normally be sent out within one week of the Taster Day. Parents or guardians will be asked to accept the offer, complete and return the Acceptance Form and pay the deposit within two weeks. If no response to an offer has been received within the time specified in the offer, Hemdean House will assume that the offer has been declined and the place may be offered to another applicant.
- Should it be deemed that we cannot offer the correct level of support for a child, communication will also be sent out to those parents or guardians whose application has been rejected, stating the reasons a place could not be offered. If the desired year group is full, parents or guardians will also be informed of their space on a wait list.

## **ACCEPTANCE:**

The preconditions for admission are that:

- The applicant is of the appropriate age and sufficient maturity.
- Hemdean House is able to provide adequately for any additional educational needs the applicant may have.
- Hemdean House, having made reasonable adjustment, has the capacity to cope with any disability the applicant may have.
- The present school reports satisfactory attitudes and conduct on the part of parents or guardians and the applicant (if applicable).
- Fees (if applicable) at the present school have been paid.
- Hemdean House Registration Fee and Deposit have been paid.
- Registration Form and Acceptance Agreement have both been fully completed, signed and returned.

Factors which will not be taken into account in the assessment of a pupil for admission are: the applicant's skin colour, race, nationality or ethnic or national origin, religious faith, socioeconomic group, sexual orientation or those who have undergone gender reassignment.

## **Sanctions, misbehaviour and exclusion**

See: 'Behaviour Management Policy' available on Hemdean House's Website.

## **COMPLAINTS**

We hope that you and your child do not have any complaints about our admissions process; but copies of Hemdean House's complaints policy are available on the website and can be sent to you on request.