



Hilden Grange School

Admissions Policy

Policy reviewed by M. Gough

Review date: May 2021

Submission: June 2021

Policy actioned from: September 2021 – August 2022

Next review date: May 2022

Reviewer's Signature: M. Gough

Head Teacher's Signature: M. Gough

Please note: 'School' refers to Hilden Grange School; 'parents' refers to parents, guardians and carers.

HILDEN GRANGE SCHOOL ADMISSIONS POLICY

All parents are encouraged to visit the school and to meet the Headmaster before registering their son or daughter for entry to Hilden Grange.

- Following registration and the payment of a non-returnable registration fee, currently £50, pupils are placed on a provisional list for entry to the appropriate year group
- Prior to entry parents are requested to pay a deposit, currently £500, to secure a definite place for their son or daughter, subject to meeting the entry requirements, Year 1 (5+) – Year 8 (12+)
- All children are invited to spend a day at Hilden Grange; age appropriate assessments are carried out during the course of this familiarisation time
- Entry to the Nursery from age 2 ½ + (starting in the term that a child turns three) or to Reception at 4+ is not subject to passing any selection tests; however, children are invited to spend a day in the school and their ability to adapt to the learning environment is assessed
- Entry to subsequent years, including Years 1 and 2 in the Pre-Prep, is conditional upon meeting the entry requirements. INCAS assessments are used to provide the school with standardised data in reading, maths and developed ability
- Following the familiarisation day and successful completion of the entry tests an offer of a place is made, together with a request for the deposit
- A Terms and Conditions document is also provided at this stage for parents to complete and agree. The document includes details of fees payments; the first set of fees are due before the first day of the first term. Also included are the circumstances under which deposits can be refunded.

Given the specialist teaching system that operates in the Prep School, an assessment of a child's ability to adapt to the teaching system is also made prior to transfer from Year 2 to Year 3. On the rare occasions that transfer to the Prep School is considered not to be in a child's best interests, parents are informed at the earliest opportunity and supported to find a place in an alternative school.

- The normal entry points are from age 2 ½ + (starting in the term that a child turns three) into the Nursery, 4+ into Reception and 7+ into the Prep School (Year 3).
- If during the course of the school year places are or become available, pupils may join the appropriate year group at any time.
- Entry to Year 7 (11+) is also possible, conditional upon meeting entry requirements
- Pupils are prepared for entry to independent senior schools via the appropriate assessments or by Public School Scholarship examinations
- 13+ entry to local Grammar or High Schools is also possible, subject to the availability of places and to meeting the entry requirements.

If class lists are full at any stage, pupils are placed on a waiting list. Parents are contacted at regular intervals to keep them informed about the likelihood of a definite place becoming available. Waiting list priority is given to siblings of existing pupils.

Hilden Grange School is committed to equal treatment of all individuals regardless of race, religion, ethnicity, social background or sexual orientation.

Admissions policy for SEND

- We are firmly committed to inclusivity and to giving every child the best possible start in life, irrespective of their special educational needs or disability (SEND)
- It is the school's policy to enrol pupils who meet the entry standards regardless of any disability of which it is aware
- We consider all children for admission to the school who have the ability and aptitude to access an academic curriculum
- In assessing any prospective pupil, the school may take such advice and require such assessments as considered appropriate
- Pupils whose SEND are suited to the curriculum are welcome provided that we have the appropriate resources and facilities to provide them with the support that they require
- The life of the school is enhanced by inclusive policies, but equal importance must be given to ensuring that no pupil's education is impaired.

Admissions policy for EAL

- We are firmly committed to inclusivity and to giving every child the best possible start in life, including those for whom English is an additional language (EAL),
- We consider all children for admission to the school who have the ability and aptitude to access an academic curriculum
- In assessing any prospective pupil, the school may take such advice and require such assessments as considered appropriate
- EAL pupils who are suited to and able to access the curriculum are welcome provided that we have the appropriate resources and facilities to provide them with the support that they require

Bursaries and scholarships

Fees remission in the form of bursaries and scholarships are available through the support of the Alpha Plus Group and the Gold Standard Trust. Applications should be submitted to the Headmaster and will be processed in discussion with Alpha Plus Group Head Office. An application form is available from the School Office.

Additional Information

- **Before a place is offered** at the school, and preferably prior to application and assessment, parents must disclose to the school in writing any known or suspected circumstances relating to their child's health, development, allergies, disabilities, level of English or learning difficulties
- Based on such disclosure and the assessment process the school will confirm whether or not it is able to fully meet the needs of the child
- The school reserves the right to subsequently withdraw any place offered based on incomplete disclosure of known or suspected SEND/EAL circumstances
- In assessing any pupil or prospective pupil the school may take such advice and require such assessments as considered appropriate. Subject to this, the school will be sensitive to any requests and requirements for confidentiality
- Where a child's SEND is identified, or develops, **after the child has started at the school**, we will endeavour to continue to support the child as long as:
 - a) we have the appropriate resources and facilities to provide them with the support they require, **and**
 - b) we believe it is in the best interest of the child and of the school community to remain at the school
- Where, in our judgement, either of these conditions no longer apply, we reserve the right to withdraw a place at the school. In such circumstances, we will use our reasonable endeavours to support parents in finding alternative arrangements
- The life of the school is enhanced by inclusive policies, but equal importance must be given to ensuring that no pupil's education is impaired.