



HORRIS HILL

FOUNDED 1888

Admissions Policy

Policy reviewed:	February 2020
Policy approval:	Reviewed by Policy Audit Committee February 2020 Approved by Full Governing Board March 2020
Date of next review:	February 2021

Horris Hill is an independent school for boys from ages 4 to 13. The school has up to 200 pupils, with around 100 being boarders. All boys attend school from Monday to Friday, with Saturday lessons and sporting activities compulsory for boys in Year 4 and beyond. Boarders spend at least four nights a week at school, but many are full boarders, spending seven nights a week at school. The school prospectus, and the website, provides a wealth of information about the school and its history.

VISITING THE SCHOOL

Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We therefore require all prospective parents to visit the school with their child prior to the proposed entry date. We are very happy to welcome prospective parents and their children at any time. Please contact the Registrar, Lisa Lee-Smith on 01635 40594 extension 101 or email registrar@horrishill.com to arrange a personal visit.

We hold a number of Open Mornings during the year, which give a general introduction to the school. Details are published on our website www.horrishill.com.

THE ENTRY PROCEDURE

Our admissions process is designed to familiarise the boy and his family with Horris Hill, and vice versa; in this way all parties can make the best decision for the boy. For all boys, the school's priority is that they are happy and able to thrive. For boys seeking entry into Year 4 and above, we like to identify pupils with the potential to achieve success in Common Entrance at age 13+, who are able to benefit from our balanced and well-rounded education and who will make a positive contribution towards the life of the school.

Children may apply for admission to Horris Hill from age 4+ (Reception) to age 13 (Year 8) although entry into Year 8 will only be considered in exceptional circumstances, as it leaves very limited time to prepare for final year exams.

Applicants for admission should register as early as possible, preferably at least a year before the desired date of admission. A non-refundable registration fee is payable with the Registration Form.

FAMILIARISATION VISIT

After registration, a boy must spend a day at Horris Hill before a place is confirmed. We hope that this is a positive experience as it gives a boy the opportunity to familiarise himself with the layout of the school and the pattern of the day, as well as meet his peer group. A written report on the visit will be sent to parents.

This day visit also allows us to see all aspects of a boy. For boys in Year 4 and above, aptitude in English and Maths will be assessed formally. We are interested in much more than that, however, and we hope to see a boy enjoying all that Horris Hill has to offer.

No specific preparation for this day is needed, and all candidates start on an equal footing, with opportunities to display both their academic aptitude and their extra-curricular skills.

We try very hard to only have one boy visiting the school on any given day and we are happy to consider any day when the school is in session: the Registrar will help find a suitable date in the term or two before proposed entry.

ACCEPTANCE

Once the school confirms a place, parents are required to complete an Acceptance Form and to pay a deposit (which will be credited to the final fee account).

Where applicable, the Headmaster will seek confirmation that he can write to the boy's current school requesting a copy of his most recent report in anticipation of him starting at Horris Hill. This usually takes place before the start of the child's final term at their current school.

Parents of a boy attending another independent school will be informed of the likely expectation by their current school of a term's fees in lieu of notice and the ISC protocol about change of schools - a boy cannot be offered a place at Horris Hill until the parents have notified their current school and until the Headmaster has spoken to the boy's current school's Head.

EQUAL TREATMENT

Horris Hill aims to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Horris Hill is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, disability, sexual orientation or social background, taking due regard to the Equality Act 2010. Applications for means-tested Bursaries are available to all: details appear below.

SPECIAL EDUCATIONAL NEEDS

Horris Hill does not discriminate regarding entry. The school welcomes pupils with special needs or disabilities providing that relevant departments, and the school as a whole, can offer them the support that they require, and the school site can accommodate them. However, it is essential that parents of boys with special educational needs or physical or mental disabilities discuss their son's requirements with the school before he applies for admission so that the school can determine whether it is possible to make adequate provision for him.

Parents must provide copies of all educational psychologists' reports and medical reports at the time of application. The school will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child.

SIBLING POLICY

Many siblings join us at Horris Hill. However, admission is not automatic and there may be occasions where the school judges that a sibling is likely to thrive better in a different environment.

BURSARIES

The Governors of Horris Hill are committed to broadening access to the school by offering means tested financial support with school fees to eligible parents.

In order to meet the requirements of the Charity Commission, bursaries are means-tested: both parents are required to provide proof of their income and assets. For bursarial support to be considered it is expected that both parents make a financial contribution to fees.

Further details of bursaries can be obtained from the Bursar on 01635 30323 or bursar@horrishill.com

OVERSEAS APPLICANTS

Horris Hill welcomes overseas pupils as boarders, and asks overseas parents to make every effort to visit the school with their child before proposed entry. Overseas boys can only be accepted into the school provided that they have a relative or legal guardian living in the UK with whom they can stay for some weekends. We regard a UK resident guardian as essential, supporting the pupil by attending some school events, attending parents' meetings and hosting the pupil over exeat weekends.

Applicants not in possession of a UK or European Economic Area (EEA) passport will need to apply for a Tier 4 Child Student visa from UK Visas and Immigration. Further details may be obtained from the Admissions Office on 01635 40594 or admissions@horrishill.com.

FLUENCY IN ENGLISH

In order to cope with the academic and social demands of Horris Hill, pupils must have a basic understanding and ability to speak English before they begin to study; this requirement is more necessary for a boarding place, as a boy must be able to communicate his emotions and personal needs. Tuition in English as an Additional Language (EAL) can be arranged at the parent's expense. Experience has shown that pupils for whom English is not the first language have a much greater chance of success at Common Entrance, and in the wider aspects of school life, if they join the school before the age of 10.

RELIGIOUS BELIEFS

Although Horris Hill has Christian roots, the school does not select for entry on the basis of religious belief, and it offers the opportunity for others to practise their own faiths. Parents should be aware that pupils normally attend a daily Chapel service.

SCHOOL'S CONTRACTUAL TERMS & CONDITIONS

Copies of contractual terms and conditions will be made available to parents as part of the admissions process. These include the school's policy on discipline and sanctions.

COMPLAINTS

The school hopes that parents and pupils do not have any complaints about the school's admissions process, but a copy of the school's Complaints Policy and Procedure is available on the school's website.

RECORDS AND REVIEW

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice and Retention of Records Policy.

The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose. This will generally be no more than 6 months following an unsuccessful application but reasons to retain for longer might include if the parents express an interest in the candidate re-applying for any reason at a later date, or in the potential candidacy of another sibling; or to deal with any ongoing matters or queries arising from the application.