

# Admissions Policy

## Introduction

St Hugh's Prep School is an independent prep school for girls and boys from 3 – 13 years of age. The School is not an academically selective school and accepts children from all backgrounds and a wide range of academic abilities. No applicant will be treated less favourably during the admissions process on the grounds of any of the protected characteristics listed in the Equality Act 2010.

## Aims

Our overriding aim is to ensure that every pupil who joins is able to access the full breadth and depth of our extensive curriculum, both academic and extra-curricular.

The School is committed to equal opportunity and seeks to apply its Admissions Policy fairly and sensitively to all applicants. The School accepts children from all backgrounds and a wide range of academic abilities. No applicant will be treated less favourably during the admissions process on the grounds of any of the protected characteristics listed in the Equality Act 2010. This policy can be made in larger print or more accessible format if required.

## Condition of Admission

It is a condition of admission to the School that:

Any conditions of entry to the School are fulfilled;

The School receives payment of a deposit on acceptance of a place (as detailed below);  
and

The School can adequately cater for and meet the needs of any disability and/or special educational needs as detailed in this policy (under the paragraph headed Special Educational Needs and Disability).

## Admissions Procedure

The main entry points to the School are into our four departments: Nursery (age 3), Reception (age 4), Year 3 (age 7) and Year 5 (age 9). We occasionally have places that become available in Year 7 (age 11).

The admissions procedure is as follows:

- Stage 1:** Prospective parents may request a prospectus from the Registrar. Parents are advised to ensure that they have looked thoroughly at our website and prospectus before arranging a visit and registering their child at the School.
- Stage 2:** The School appreciates that deciding on the right school for a child is hugely important. Parents will therefore be invited to arrange a personal visit and will be given the opportunity to meet with the Headmaster when visiting the School.
- Stage 3:** If parents wish to register an interest in a place for their child at the School, they

must complete a registration form and pay a non-refundable registration fee (£75 fee per child). The registration fee is non-refundable regardless of whether or not a child is offered a place. This registration ensures that your child is added to the appropriate waiting list (depending on the preferred age of entry) and can therefore be considered for a place at the School. Places are allocated in order of registration date.

A registration form will be provided to parents when visiting the School.

**Stage 4:** In the autumn term of the year preceding the proposed entry of the child, a conditional offer of a place will be made if a place is available. Offers are made in order of registration date, with the possible exception of our giving preference to siblings.

**A conditional offer of a place will be made by the School, if a place is available. The offer of a place will be conditional upon the child attending a taster day and the School being satisfied that they are able to adequately cater for and meet the child's needs (subject always to the School complying with the Equality Act 2010).**

In all cases of admission, priority will be given to parents who already have a child at the School.

Where an offer of a place is made, parents may accept the offer by completing and signing an acceptance form and paying an acceptance deposit of £500.

Following the acceptance of an offer, parents will be requested to provide the School with a report from the child's current school (if any). It is at this stage that any professional reports which impact on the child's emotional, physical or educational profile must also be disclosed to the School to help the School assess the child's needs and any adjustments that may be needed to accommodate the child. This will allow adequate provision to be made in preparation for a taster day where necessary.

**Stage 5:** Where a conditional offer of a place is made for entry into Reception-Year 8, parents will be invited to bring their child to a taster day in the Spring term before they start in the September.

The purpose of the taster day is to ensure that the child would be able to access the School's educational provision (including the School's curriculum) and to ensure that the School would be able to adequately meet the child's needs.

Where a conditional offer of a place has been made and the School is satisfied, following the child's attendance at the taster day, that the child's needs can be

catered for by the School, we will confirm that the condition for admission has been satisfied and will provide parents with written confirmation of the place.

**Stage 6: Nursery:**

Children joining the Nursery are invited to attend a group taster session two terms prior to them starting. Parents are encouraged to stay with their children for this session and other Nursery children are present to promote friendships. Once an offer has been confirmed, the children are invited to attend again for a settling-in morning in the term before they start.

**Reception:**

Children who enter Reception are invited to visit in the term before they are due to start for familiarisation, to meet the children who will be in their class and to meet their form teachers.

**Years 1 – 8:**

Children joining Years 1-8 will be invited to spend an afternoon in the Summer term prior to entry to the School the following Autumn term, in order to meet some of their peers and teachers and to familiarise themselves with the School.

**Special Educational Needs and Disability**

The School welcomes all applicants irrespective of any learning needs and/or disabilities. However, its facilities (physical and otherwise) for pupils with significant learning needs and/or disabilities are currently limited. The School's Accessibility Plan considers ways in which accessibility to and around School site can be improved for those with a disability.

The School will do all that is reasonable to comply with the Equality Act 2010 so that the School may accommodate the needs of disabled applicants for which, with reasonable adjustments, the School can adequately cater.

The School will do all that is reasonable to ensure the admissions procedure (and any information about the School) is accessible for disabled applicants and will make such reasonable adjustments as necessary.

Parents must inform the School when submitting the registration form of any special circumstances relating to their child which may affect their child's ability to fully participate in the education provided by the School.

If either we, or parents, believe that learning support may be needed, this will be discussed with parents and the School's specialist staff (as appropriate). The School may request further

information, such as a medical certificate, occupational therapist report and/or a current educational psychologist's report that the School considers necessary to make a fair assessment.

The School prides itself on being able to cater for a wide range of children's skills and abilities, including those in need of learning support. There will be rare occasions however when the needs of the child, in our reasonable opinion, will not be best met by an education at St Hugh's. When this is the case, and following further consultation with the parents, the School may decide not to offer a place or, where a conditional offer of a place has been made, may decide not to confirm the offer of a conditional place. Fortunately, this is very unusual and such decisions are not taken lightly, but when they are, they are done so with the child's best interest in mind and always having had to regard to the School's obligations under the Equality Act 2010.

### **Waiting List**

Once an offer of a place has been made, those parents who have not been offered a place for their child because there were not enough spaces available will be asked if they wish to keep their names on the waiting list for possible later entry.

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