



## Admissions Policy

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# 1 Related Information

## 1.1 Availability of Statutory Policies

All statutory policies are available on the Schools' websites.

## 1.2 Statutory Guidance

This statutory policy has been reviewed in accordance with the following guidance:

32. – (1) The standard about the provision of information by the School is met if the proprietor ensures that—  
(b) the information specified in sub-paragraph (3) is made available to parents of students and parents of prospective students and, on request, to the Chief Inspector, the Secretary of State or an independent inspectorate;  
(3) The information specified in this sub-paragraph is—  
(a) particulars of the School's policy on and arrangements for admissions, misbehaviour and exclusions;

## 1.3 Supporting Documents

The following related information is referred to in this policy:

Complaints Policy
Equality Act 2010
Special Educational Needs and Disability Act 2001

## 1.4 Terminology

**Head**, where not explicitly defined, means either the Headmistress of Haberdashers' Girls' School or the Headmaster of Haberdashers' Boys' School.

**Parents** includes one or both parents, a legal guardian, or education guardian.

**School** means Haberdashers' Aske's Elstree Schools Limited as Trustee of Haberdashers' Aske's Charity trading as Haberdashers' Girls' School **and/or** Haberdashers' Boys' School, as now or in the future constituted (and any successor).

**Student** or **Students** means any student or students in the School at any age.

# 2 Introduction

Haberdashers' Girls' School and Haberdashers' Boys' School are academically selective schools which seek to provide an inspirational and academically challenging environment for able Students to thrive and flourish.

The Schools' aim is to identify and admit Students who will contribute to and benefit from the supportive learning environment it offers and who will make a full contribution to the activities and ethos of the Schools' communities. The Schools encourage applications from candidates with as

diverse a range of backgrounds as possible. This enriches the community and is vital in preparing the Students for today's world. The School is committed to equal treatment for all, regardless of a Student's race, ethnicity, religion, sexual orientation, gender identification or social background. Although the School has a Christian foundation, it does not select for entry based on religious belief. It offers the opportunity for all to practise their own faith. However, Parents should be aware that all Students attend the School assembly, which has a broad basis in the Christian faith.

## **2.1 Special Educational Needs and Disability**

The School has limited facilities for the disabled but will do all that is reasonable to comply with legal and moral responsibilities under the Equality Act 2010 and the Special Educational Needs and Disability Act 2001 in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.

The School needs to be aware of any known disability or special educational need which may affect a Student's ability to take full advantage of the education the School provides. Parents of a Student who has any disability or special educational need should provide the School with full written details at registration, or subsequently, before they take the entrance examination or at interview. The School needs this information so that it can make an assessment and consult with the Parents about the adjustments which can reasonably be made to cater adequately for the Student's needs both during the admissions process and thereafter, if an offer of a place is made.

Similarly, if special educational needs or a disability become apparent after admission, the School will consult with the Parents about reasonable adjustments that may allow the Student to continue at the School.

## **3 Bursaries and Scholarships**

### **3.1 Bursaries**

The School Governors make a number of means-tested bursary awards each year to those families whose children they consider would most benefit from attending the School but who would otherwise, for financial reasons, be unable to consider making an application. These are not academic awards, but candidates need to qualify for a place at the School as a result of their performance in the Senior School Entrance Examination or other selection process, and financial need must be established by completion of a confidential statement of income.

Bursaries are means-tested awards and range in value according to financial need and the funds available. The assessment criteria are based on the principle that, for increasing levels of gross joint income, the Parents are expected to make a greater contribution towards the School fees. The award is split equally across each term and will be shown as a fee remission. The remainder of the fees and any other charges for the term will be payable by the Parents. Parents awarded a Bursary towards tuition fees will also be eligible to receive an award towards the costs of coach travel and lunches, as well as support with academic trips and one musical instrument, in proportion to the Bursary awarded..

Bursaries are held for the duration of a Student's attendance at the School, but are subject to payment of fees due, satisfactory conduct and progress, and to the continuation of financial need. Circumstances do change, and for this reason, Parents in receipt of a bursary are required to

complete a new bursary application form each year. Whilst every attempt is made to maintain bursaries at a stable level once they have been awarded, this cannot be guaranteed.

## **3.2 Scholarships**

Scholarships are designed to recognise excellence and to celebrate exceptional talent. In recognition of this achievement, the scholar is offered between 5%-50% fee remission throughout their time at the School. It is possible to hold a scholarship and a bursary simultaneously.

### **3.2.1 Academic Scholarships**

Academic scholarships are awarded to the most outstanding performers in the entrance assessments i.e. examination and interview. No separate application is required; all candidates are eligible. Scholarships are held for the duration of a Student's time at the School, provided their conduct, progress and academic performance remain at the standard expected of the School's Students. Academic scholarships are available at 11+ in Haberdashers' Girls' School and at 11+ and 13+ in Haberdashers' Boys' School.

#### **(a) At Haberdashers' Boys' School**

A small number of academic scholarships are awarded each year by the Head for existing Students from the Preparatory School joining the Senior School. The principal criteria for awarding these scholarships are:

- Sustained excellence in academic performance, including evidence from Progress Grades and end of year examinations
- Performance in relevant Year 6 base line data tests
- Form teacher recommendation, recognising the contribution by the Student to the wider academic life of the School and their attitude to learning, together with their ability to uphold the values of the School.

#### **(b) At Haberdashers' Girls' School**

A small number of academic scholarships are awarded each year by the Head for existing Students from the Junior School joining the Senior School. The principal criteria for awarding these scholarships are:

- Sustained excellence in academic performance, including evidence from assessments and reports
- Performance in relevant Year 6 assessments.

Form teacher recommendation, recognising the contribution by the Student to the wider academic life of the School and their attitude to learning, together with their ability to uphold the values of the School.

## **3.2.2 Creative Arts and Sports Scholarships available at Haberdashers' Boys' School**

### **3.2.2.1 Music Scholarships**

- Music scholarships are awarded to outstanding musicians of exceptional ability who the School feels will act as ambassadors for music amongst their peers. Applicants must pass the entrance assessments in order to be considered. The candidates with the strongest applications will be asked to attend a music audition and interview with the Director of Music. Music Scholars will be expected to demonstrate enthusiasm for and commitment to music throughout their time at the School.
- Music scholarships are available at 11+ and 13. They are also available for existing Students in Year 6 entering the senior school at 11+.

### **3.2.2.2 Art Scholarships**

- Art Scholarships are offered to candidates who show a genuine enthusiasm for Art and Design. Art Scholars not only have exceptional technical skills but also use their creative and inquiring minds to find new approaches towards media and techniques. Applicants must pass the entrance assessments in order to be considered. The candidates with the strongest applications will be asked to attend an interview with the Head of Art. Art Scholars will be expected to demonstrate enthusiasm for and commitment to art throughout their time at the School.
- Art Scholarships are available at 11+, 13+, 16+. They are also available for existing Students in Year 6 entering the senior school at 11+.

### **3.2.2.3 Design and Technology Scholarships**

- Design and Technology Scholarships are offered to candidates who show a genuine enthusiasm for Design and Technology. Scholars will have an enthusiasm for the design and creation of three dimensional, functional products. Applicants must pass the entrance assessments in order to be considered. The candidates with the strongest applications will be asked to attend an interview with the Head of Design and Technology. Scholars will be expected to demonstrate enthusiasm for and commitment to Design and Technology throughout their time at the School.
- Design and Technology Scholarships are available at 13+ and 16+

### **3.2.2.4 Drama Scholarships**

- Drama Scholarships are offered to candidates who demonstrate exceptional potential as theatre practitioners. Applicants must pass the entrance assessments in order to be considered. The candidates with the strongest applications will be asked to attend an interview with the Head of Drama. Drama Scholars will be expected to demonstrate enthusiasm for and commitment to drama throughout their time at the School.
- Drama Scholarships are available at 11+, 13+ and 16+. They are also available for existing Students in Year 6 entering the senior school at 11+.

### **3.2.2.5 Sports Scholarships**

- Sports Scholarships are offered to candidates in recognition of sustained sporting excellence, talent and future potential. Applicants must pass the entrance assessments in order to be considered. The candidates with the strongest applications will be asked to attend an interview with the Director of Sport. Sports Scholars will be expected to demonstrate enthusiasm for and commitment to school sport throughout their time at the School.
- Sports Scholarships are available at 13+ and 16+.

Further information on Scholarships and the application process can be found online [here](#). The School will inform the Parents by letter if a scholarship and/or bursary has/have been awarded at the same time as offers of places are posted.

## **3.2.3 Creative Arts and Sports Scholarships available at Haberdashers' Girls' School**

### **3.2.3.1 Music Scholarships**

- Music scholarships are awarded to outstanding musicians of exceptional ability who the School feels will act as ambassadors for music amongst their peers. Applicants must pass the entrance assessments in order to be considered. The candidates with the strongest applications will be asked to attend a music audition and interview with the Director of Music. Music Scholars will be expected to demonstrate enthusiasm for and commitment to music throughout their time at the School.
- Music scholarships are available at 11+ and 16+.. They are also available for existing Students in Year 6 entering the senior school at 11+ and for existing Students in Year 11 transferring into the Sixth Form. One Scholarship is awarded at the end of Year 7 after one year in the school.

### **3.2.3.2 Art Scholarships**

- Art Scholarships are offered to candidates who show a genuine enthusiasm for Art and Design. Art Scholars not only have exceptional technical skills but also use their creative and inquiring minds to find new approaches towards media and techniques. Applicants must pass the entrance assessments in order to be considered. The candidates with the strongest applications will be asked to attend an interview with the Head of Art. Art Scholars will be expected to demonstrate enthusiasm for and commitment to art throughout their time at the School.
- Art Scholarships are available at 11+. They are also available for existing Students in Year 6 entering the senior school at 11+.

### **3.2.3.3 Creative Writing Scholarships**

- Creative Writing Scholarships are offered to candidates who show exceptional potential as writers, demonstrating the capacity to write with originality and imagination. Applicants must pass the entrance assessments in order to be considered. The candidates with the strongest applications will be asked to attend an interview with the Head of English. Creative Writing Scholars will be expected to demonstrate enthusiasm for and commitment to their writing throughout their time at the School.
- Creative Writing Scholarships are available at 11+. They are also available for existing Students in Year 6 entering the senior school at 11+.

### **3.2.3.4 Drama Scholarships**

- Drama Scholarships are offered to candidates who exceptional potential as theatre practitioners. Applicants must pass the entrance assessments in order to be considered. The candidates with the strongest applications will be asked to attend an interview with the Head of Drama. Drama Scholars will be expected to demonstrate enthusiasm for and commitment to drama throughout their time at the School.
- Drama Scholarships are available at 11+. They are also available for existing Students in Year 6 entering the senior school at 11+.

### **3.2.3.5 Sports Scholarships**

- Scholarships are offered to candidates in recognition of sustained sporting excellence, talent and future potential. Applicants must pass the entrance assessments in order to be considered. The candidates with the strongest applications will be asked to attend an interview with the Director of Sport. Sports Scholars will be expected to demonstrate enthusiasm for and commitment to school sport throughout their time at the School.
- Sports Scholarships are available at 11+. They are also available for existing Students in Year 6 entering the senior school at 11+.

Further information on Scholarships and the application process can be found online [here](#). The School will inform the Parents by letter if a scholarship and/or bursary has/have been awarded at the same time as offers of places are posted.

## **4 The Admissions Process**

The admissions process is similar across both Schools and Appendices A and B outline the processes for Haberdashers' Boys' School and Haberdashers' Girls' School respectively.

Both Schools are oversubscribed and competition for places at every stage of admission is considerable, thus all Students must win their place on merit. All offers at both Schools are based on the 'whole picture' of a student's ability and talents.

The aim of the process is to identify potential. The School looks for high achieving, well-rounded students with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The School has strong traditions in Music, Drama, Art, Debating, Community Activities and Sport. There are many co-curricular activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for the entrance tests is required. All candidates start on an equal footing and are given identical opportunities to display their academic aptitude and co-curricular skills.

### **4.1 Candidate's Age**

4+ Entry is for candidates aged 4 and below the age of 5 on the 1<sup>st</sup> September in the year of entry

5+ Entry is for candidates aged 5 and below the age of 6 on the 1<sup>st</sup> September in the year of entry

7+ Entry is for candidates aged 7 and below the age of 8 on the 1<sup>st</sup> September in the year of entry

11+ Entry is for candidates aged 11 and below the age of 12 on the 1<sup>st</sup> September in the year of entry

13+ Entry is for candidates aged 13 and below the age of 14 on the 1<sup>st</sup> September in the year of entry

16+ Entry is for candidates aged 16 and below the age of 17 on the 1<sup>st</sup> September in the year of entry

If, on occasion, places become available at other stages, these will be dealt with on a case by case basis and appropriate entrance tests set.

## **4.2 Special Circumstances**

The School recognises that a candidate's performance may be affected by particular circumstances, for example:

- If they are unwell when taking tests or have had a lengthy absence from school
- If there are particular family circumstances such as a recent bereavement
- If the candidate has a disability or specific learning difficulties
- If there is a relevant educational history, for example education outside the British system.

The Parents should inform the School as soon as possible if any of these apply. Illness on the examination day must be supported by a medical certificate.

In any of these cases, the School will request further information such as a medical certificate or Educational Psychologist's report and any associated correspondence or details from the student's current school (including samples of work) as the School considers necessary to make a fair assessment.

All applicants are treated with care and consideration, including students with special educational needs. The School encourages students to take extra time and/or use a computer for the examination if this is recommended in an Educational Psychologist's report, or in a letter of explanation from a suitably qualified member of staff at their current school. A copy of the report or the letter from their current school should be received by the Admissions Office no later than 1 week before the end of the autumn term.

## **4.3 Disclosures**

The Parents must, as soon as possible, disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities or learning difficulties.

# Appendix A – Admissions Process at Haberdashers’ Boys’ School

## 1. The Entry Procedure

Haberdashers’ Boys’ School is an academically selective school. Selection is based primarily on academic merit, which is assessed through an entrance examination, an interview at Haberdashers’ Boys’ School and references obtained from the student’s previous school. Parents wishing to register their child for a place should complete an online registration form and pay a non-refundable fee of £150 (£200 for overseas applicants). This process is designed to identify students who are not only able enough to benefit from the academically challenging education the School offers, but who also have the enthusiasm to play a full part in the School’s extensive programme of activities beyond the classroom.

The standard points of entry are:

- 4+ (Reception)
- 5+ (Year 1) until September 2022
- 7+ (Year 3)
- 11+ (Year 7)
- 13+ (Year 9)
- 16+ (Sixth Form)

## 2. The Assessment Process

The first entry point is Reception.

### a) 4+ (Reception)

Approximately 36 places.

Stage 1: In December of the year of entry, all applicants are invited to a playgroup session.

Stage 2: In January of the year of entry, a selected number of candidates are recalled for a further assessment. While their child is being assessed, Parents will have the opportunity to meet the Head of the Preparatory School. Pre-Preparatory School Students will automatically move to the Preparatory School at the end of Year 2.

### b) 5+ (Year 1) *There will be no 5+ entry after September 2022*

Approximately 36 places.

Stage 1: In February of the year of entry, all applicants are invited to a playgroup session.

Stage 2: A selected number of candidates are recalled for a further, one-to-one assessment. While their child is being assessed, Parents will have the opportunity to meet the Head of the Preparatory School. Pre-Preparatory School Students will automatically move to the Preparatory School at the end of Year 2.

c) 7+ (Year 3)

Approximately 18 places.

Stage 1: Candidates take an entrance examination in Reading, Writing, Mathematics and Reasoning in December of the year of entry.

Stage 2: Some candidates are asked to attend an interview at the School in early January. Parents are asked to come in with their child for the interview. Whilst their child is being interviewed, Parents will have the opportunity to meet the Head of the Preparatory School. Preparatory School Students will automatically move to the senior school at the end of Year 6.

d) 11+ (Year 7)

Approximately 100 places.

Stage 1: All candidates take the School's 11+ entrance examination in December in the year of entry. The 90 minute test is done on a computer and covers verbal and non-verbal reasoning, English and Maths.

Stage 2: A number of candidates are called for interview in mid-January on the basis of their performance in the examination in December. Candidates are not required to bring books, projects or other work with them to interview, but the School asks one or both Parents to attend at this time, in order to meet the Head or one of the Deputy Heads. Parents who have applied for a bursary will also be interviewed by a member of the Finance Team.

*11+ Deferred Entry*

Deferred entry is only for pupils from 13+ Prep Schools in the UK. This means that pupils in Year 6 may take the 11+ entrance exam and if offered a place may choose to defer to Year 9.

It is important to be aware that Habs Boys' School remains predominantly an 11+ school.

Candidates who are unsuccessful at this stage are welcome to reapply at 13+.

e) 13+ (Year 9)

Approximately 20 places.

Stage 1: Candidates take the School's 13+ entrance examination in early January in the year of entry consisting of English, Mathematics, Science (Chemistry, Physics and Biology), General Humanities (History, Geography, Theology/Philosophy). This is a source-based, not a syllabus-based paper).

Stage 2: A number of candidates are called for interview in late January on the basis of their performance in the entrance examinations. Parents who have applied for a bursary will also be interviewed by a member of the Finance Team.

(f) 16+ (Sixth Form)

In order to obtain a 16+ place at Haberdashers' Boys' School, applicants will require, as a minimum, six 8 or 9 grades at GCSE plus four 7s grades. They must have an 8 or 9 in any subject they wish to take for A level.

Students take three A level subjects but they may take four if they wish to take Maths and Further Maths. In order to take Further Maths candidates must have a 9 in GCSE Maths. In addition students

complete the Aske Level which draws from the best elements of the IB. Every Sixth Former is taught at least one subject in a mixed-gender class.

In November, all candidates are invited for interviews in the subjects they intend to study for A Level at the School, or in related subjects if more appropriate. All candidates are also interviewed by the Head of Sixth Form or a senior teacher.

While the interviews are taking place, the candidate's Parents will meet the Head and/or a member of the Senior Leadership Team. Parents who have applied for a bursary will also meet with a member of the Finance Team.

### **3. School References**

At all points of entry, the candidate's current nursery/school will be asked to provide a written reference detailing evidence as appropriate of the candidate's ability, attitude and behaviour, involvement in the school community, aptitudes and interests, and any other special circumstances.

## Appendix B – Admissions Process at the Haberdashers’ Girls’ School

### 1. The Entry Procedure

Haberdashers’ Girls’ School is an academically selective school. Selection is based on academic potential which is evaluated through either an assessed activity session, entrance examination, family meeting and/or interview, depending upon the entry point. Parents wishing to register their child for a place should complete an online registration form and pay a non-refundable fee of £150 (£200 for overseas applicants). References will be requested from the candidate’s previous nursery/school. The process is designed to identify candidates who are not only able enough to benefit from the academically challenging education the School offers, but who also have the enthusiasm to play a full part in the School’s extensive programme of activities beyond the classroom.

The standard points of entry are:

- 4+ Reception (Early Years Foundation Stage)
- 7+ (Year 3)
- 11+ (Year 7)
- 16+ (Sixth Form)

### 2. The Assessment Process

#### a) 4+ (Reception)

Approximately 40 places.

Stage 1: In early January of the year of entry, all applicants are invited to an assessed activity session based on the characteristics of effective learning which underpin the Early Years Foundation Stage Profile.

Stage 2: A selected number of candidates from Stage 1 are invited, with their Parents, to meet the Head of the Junior School and another member of the Junior School Leadership Team. This is an opportunity for both Haberdashers’ Girls’ School and the family to establish whether they share the same educational values and priorities.

#### b) 7+ (Year 3)

Approximately 10 places.

Stage 1: All candidates will be invited to a group activity session towards the end of the autumn term where they will take part in a range of activities.

Stage 2: A selected number of candidates from Stage 1 will be invited to an assessment day in early January. They will take part in a group discussion and classroom-based activities in Reading, Writing and Mathematics.

Stage 3: A selected number of candidates from Stage 2 and their Parents are then invited to a meeting with the Head of the Junior School and another member of the Junior School Leadership Team. This is an opportunity for them to meet the child, and for both Haberdashers’ Girls’ School and the family to establish whether they share the same educational values and priorities.

c) 11+ (Year 7)

Approximately 80 places.

Stage 1: all candidates take an entrance examination in January consisting of written papers in English and Mathematics.

The English exam comprises two sections. Section A consists of a selection of reading materials from a range of genres, both fiction and non-fiction. Candidates are asked to respond to a variety of questions to enable the School to evaluate their understanding and analytical skills. In section B, candidates are asked to respond to one of a selection of directed writing tasks to give them an opportunity to demonstrate their ability to write effectively for a specific purpose and audience.

The Mathematics exam is designed to test the candidate's ability to think mathematically and logically. It covers addition, subtraction, multiplication and division, with application to fractions, decimals, percentages, the metric system of weights and measures, the 12 and 24 hour clock, time problems, and questions involving geometric shapes and bar graphs. The use of calculators is not allowed.

Stage 2: a selected number of candidates from Stage 1 are called for interview. The interview is conducted by a member of the teaching staff and lasts approximately 30 minutes during which time information about the candidate's interests and teachability are gathered. While the candidate is being interviewed, their Parents will meet the Headmistress with a small group of other parents followed by a one to one meeting with a member of the School Leadership Team. These meetings are an opportunity for both School and family to establish whether they share the same educational values and priorities. They are also an opportunity for the School to learn more about the candidate from their Parents. Parents who have applied for a bursary will also meet with a member of the Finance Team.

d) 16+ (6th Form)

Stage 1: all candidates will take examination papers in the subjects they intend to study for A Level at the School, or in related subjects if more appropriate. Subjects such as Art and Design & Technology will not be examined, but candidates will be asked to bring in their portfolio should they be invited to the interview stage.

Stage 2: A selected number of candidates from Stage 1 will be invited for interview. Interviews will be with the relevant subject leader and the Head or Deputy Head of Sixth Form. While the interviews are taking place, the candidate's Parents will meet the Head and/or a member of the Senior Leadership Team. Parents who have applied for a bursary will also meet with a member of the Finance Team.

### 3. School References

At all points of entry, the candidate's current nursery/school will be asked to provide a written reference detailing evidence as appropriate of the candidate's ability, attitude and behaviour, involvement in the school community, aptitudes and interests, and any other special circumstances.