



# HOE BRIDGE SCHOOL

## Admissions Policy

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### Policy Statement

Hoe Bridge is a mixed ability co-educational school with non-selective entry to the Nursery and Reception at three and four years of age. General questions about a child's health, developmental milestones, social skills and previous nursery/playgroup experiences are answered when the children visit with their parents prior to entry.

Occasionally places become available in classes throughout the school. An informal assessment is made at this stage by the class or subject teachers, Assistant Head (Academic) and Heads as appropriate. Selection is not specifically academic and children with a wide range of abilities will be considered, including those with special needs provided that admission is compatible with the dynamics and nature of the specific year group. The Special Educational Needs Co-ordinator (SENDCo) may be referred to in the admission procedure.

We aim to fulfil the children's entitlement to a broad curriculum and enable all children to participate in the life and work of the school to the best of their abilities, whatever their needs.

Our admissions procedures for pupils and for staff recruitment do not discriminate on the grounds of race, gender, religion, sexual orientation, special educational needs or disability – see the Accessibility Policy on the school website.

We actively embrace the religions and customs of all our pupils and staff. Any complaint made by a member of staff, parent or pupil that alleges discrimination by a member of the school will be investigated.

This policy applies to all members of our school community, including those in our EYFS setting. This document is available on the school website and should be read in conjunction with:

Accessibility

Assessment

Complaints

Curriculum

Equal Opportunities

SEND

Teaching and Learning policies.

Hoe Bridge is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Hoe Bridge seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This document is reviewed annually by the Senior Management Team or as events or legislation change requires. The next scheduled date for review is June 2018.

## **Procedures**

Admission to the school is managed by the Admission's secretary. All financial matters are handled by the Bursar's department.

### **Initial Contact**

Parents phone to make an appointment to visit the school, 01483 227909, or make contact via the website.

### **School Visit**

Parents are invited to attend an Open Day or to have an individual tour of the school when they will meet the Headmaster and Head of Pre-Prep.

### **Registration**

- Parents complete a registration form paying a non-returnable fee of £75. Registration forms are on the website under Joining Us.
- Children's names are added to our registration lists or waiting lists at the correct year of entry in order of registration date.
- Siblings of children already in the school will be given priority.
- Parents may request entry to Nursery or Reception however admission is possible to any year providing there are available places.

### **Deposits**

Once an offer is made, a deposit of £500 is paid by parents to secure the place in the Pre-Prep. An additional deposit of £250 is required to secure the place from Year 2 to Year 3 when children transfer to the Prep Department. For entry directly into the Prep Department a deposit of £750 is required. Parents are reimbursed after their child's last term at the school. Deposits are not returned if the place is not taken up. Once an offer has been accepted parents are required under our Terms and Conditions, 5.1, to give one term's full notice. This also applies in the term prior to the child

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entering the school. If a term's notice is not received parents are liable to pay one term's fees in lieu of notice.

### **Entry to Pre-Prep**

#### **Entry to Nursery (3 -4 years)**

- Children join the Nursery in the September after their 3rd birthday.
- The offer of a place is sent to parents in the spring term, one year before the child's entry to the school.
- Children visit the school in the summer term prior to joining the school in September.

#### **Nursery Waiting List**

- Children not offered a place for the Nursery will remain on the Waiting List and a place may be offered during the course of the year.
- If a Nursery place is not offered the child may be offered a Reception place (see below).

#### **Entry to Reception (4 - 5 years)**

- Nursery children move automatically into Reception classes.
- New Reception children are admitted each September and are integrated with our Nursery children to form three Reception classes of a maximum of 20 children.
- Offers of places for the Reception year group are sent to parents in the spring term one year before the child's entry to the school.
- Reception children are invited to visit the school for an afternoon in the October prior to their entry in the following September, an afternoon in May before the classes are set and for a day in June when they will meet their class teacher and classmates. (On the rare occasion that a child may be showing learning or developmental delay, following agreement between the school and the parents, the deposit may be returned if the child does not take up their place).

#### **Entry to the Pre-Prep Years 1 and 2 (5 - 7 years)**

- Reception children move automatically into Year 1 and on into Year 2.
- Places are offered to children on the Waiting Lists as they arise.
- Before an offer is finalised children are invited in for one or two days' informal assessment.
- Following a successful visit the offer is confirmed.

### **Entry to Prep from Pre-Prep (7+)**

- All Pre-Prep children have a place allocated for them in the Prep Department. For a very small number of children with specific learning needs an alternative school may be recommended in discussion with the Heads.
- An additional deposit of £250 is paid in the September of Year 2 prior to entry to the Prep Department at Year 3 the following September. This brings the deposit total to £750 which is reimbursed after settlement of the final term's invoice, taking into account any additional costs incurred.

### **Entry to Prep (7+)**

#### **Entry to Year 3**

- Places are offered to children on the Waiting List as they arise.
- Before an offer is finalised children are invited in for one or two days informal assessments.
- Following a successful visit the offer is confirmed.
- A deposit of £750 is required to secure the place and if the place is taken up, this will be reimbursed after settlement of the final term's invoice, taking into account any additional costs incurred.

Entry to Year 4 and above

- Places are offered according to availability and on completion of an assessment at the appropriate age level.
- Following a successful assessment the offer is confirmed.
- A deposit of £750 is required to secure the place and if the place is taken up, this will be reimbursed after settlement of the final term's invoice, taking into account any additional costs incurred.

### **Waiting List**

Children's names may remain on the Waiting List for any year group and places will be offered as they arise during the year. Priority is given to those with siblings already in the school.

### **Appeals**

Parents or guardians who wish to appeal against a decision not to offer a place to an applicant may appeal in writing to the Chair of Governors at Hoe Bridge school. He will review the evidence, make a considered judgement and notify parents or guardians within two weeks. He is contactable via the school in writing. The decision of the Chair of Governors is final.

### **Bursary**

Bursaries are awarded by the Governors to enable children to attend the school whose parents would not otherwise be able to afford the full fees.

Two types of bursary are available:

- Existing pupil bursaries

Where the financial circumstances of an existing pupil's family changes dramatically, a bursary may be awarded to enable the pupil to continue at the school, normally until the next natural educational break.

- Entrance bursaries

These may be granted to pupils entering the school, normally at years 3 to 7, subject to satisfying the school's admission criteria, the financial position of the parents and, if applicable, the child's educational and/or emotional needs.

The number of bursaries that may be awarded is not fixed, it is dependent on the amount of funds available. Unfortunately lack of available funds may mean that the Governors cannot offer bursary assistance in all cases.

All awards are made at the discretion of the School Governors, and their decision, as communicated by the Bursar, is final.

### **Eligibility, Application Process & Timings**

Bursaries are rigorously means tested to ensure that there is a case of financial need. The decision to award a bursary and the level of the award is based upon the parents' income and net assets. This is established by the completion of an application form which requires detailed financial information and the submission of key supporting documents, as referred to in the application notes. The educational and/or emotional needs of the pupil may also be taken into consideration.

Bursary application forms are available from the Bursar.

All bursaries are reviewed annually, taking into account the continuing financial need of the parents and the satisfactory overall performance of the pupil. The parents of all bursary recipients will be required to complete an application form detailing latest financial position in the Spring Term each year, to be considered with respect to the next academic year.

In the case of Entrance Bursaries, applications should be made by January for a possible start in the following September.

For Existing Pupil Bursaries, applications can be made throughout the year, when needed.