

# HEMDEAN HOUSE SCHOOL

CAVERSHAM

## Admission Procedure

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Please contact the school to arrange an appointment with Mrs Sillitto, the Head Teacher at a mutually convenient time and to have a guided tour of Hemdean House School. Open days are advertised locally and provide another opportunity to visit the school.

If you would like to register your child at Hemdean House School we ask that you complete the Registration Form and return it to the school, indicating when you would like your son or daughter to join Hemdean House School. Upon receipt of the completed Registration Form, £50 Registration Fee and a copy of your child's birth certificate, you will receive a letter from the school confirming that your child is on Hemdean House School's entry list.

You will then be contacted directly, inviting your child to spend an introductory day with his or her peer group (this will be a part day for nursery pupils). This visit will take place during the term prior to the proposed entry date.

A firm offer of a place is usually made after the child's day visit to the school. Along with the offer document an Acceptance Agreement, Terms and Conditions for Admission and the School Rules will be sent to you.

On receipt of the completed Acceptance Agreement form and £300 deposit, further information will be sent to you. The deposit will be returned when the pupil completes his / her full education with us at the end of Year 6, on condition that all books and school property are returned and all financial obligations have been met. In the event that the pupil's education is prematurely terminated at Hemdean House School the deposit will not be refunded.