

# Hemdean House School



## ADMISSIONS POLICY

### Whole School

Policy Reviewed and Updated by:	School's Bursar
Effective from:	29 April 2015
Approved by:	SMT
Distribution:	School Website
Policy file - Head's Office:	
Policy file - Staff Room:	
Policy file - Nursery:	
Next Proposed Update:	April 2016

## The Application Process

- An **initial enquiry** will prompt the sending of a **prospectus** , which includes details of recent results, staff qualifications and fees. If close to an open day then details of that will also be included.
- A subsequent contact by phone, fax or email usually leads to an **appointment** for an interview with the Head and a tour of the school.
- Then a **registration form** may be received, together with an **administration fee of £50**. The date on which this is received is entered as the registration date in the forthcoming admissions book, for the purposes of determining priorities in the event of over-subscription.
- A certain period before the proposed admission date (depending on the age of the prospective pupil) the pupil will be invited, by telephone to his or her parents, to **visit** the school for a day (or part of a day for nursery pupils).
- Following a satisfactory visit, a **firm offer** of a place in a particular class, on a particular date, is made. Along with this offer is sent a copy of the **Acceptance Agreement**, the **Terms and Conditions** for Admission and the **School Rules**.
- Parents complete the Acceptance Agreement form, agreeing to the Terms and Conditions and return it with a **deposit of £300** which is returned on completion of Year 6, providing all financial commitments have been met and all books and equipment belonging to the school returned.
- On receipt of the Acceptance Agreement form by the School, parents are sent the Welcome (Parents' Information) Book, dates for the current and following year, and a uniform list.

## Criteria for entry

### Early Years

Places are offered as follows: full-time places for 4 year olds in the Reception class and for Rising 4s in the Nursery; full-time or separate sessions for Over 3s and Rising 3s in the Nursery, if places are available. Places are offered following a satisfactory visit, or visits, during the half-term before the proposed starting date. Children must be observed to be independent in their toilet and ready for the Nursery environment and routine. Allowance is made for development of children visiting in May or June prior to entry to the School in September.

### Junior

Full-time places only are available for Years 1 to 6. Pupils may be accepted at any time during the year, and into any class where places are available. Places are offered following a satisfactory day visit and, for children already of statutory school age, having seen the latest available report from the child's current school (obtained from the parents).

A child must demonstrate abilities that lie approximately within the range of the existing cohort of pupils in the class, and good behaviour. The optimum number of children in each year group is 16, though an exception may be made if a sibling of a prospective pupil requires a place.

### **Criteria for entry in the event of over-subscription**

Consideration will be given to a combination of the following criteria, which are listed in no particular order:

- Siblings already at the school
- Earliest date of registration
- Academic potential

Final decisions for admission are at the discretion of the Head and the School Council.

### **Levels of Fees**

Levels of Fees, including Extras and After-School and Holiday Care, are sent to parents with the prospectus. These are reviewed during the Spring term and any increases for the following Autumn term are notified to parents at the end of the Spring term.

### **Periods of Notice**

**One full term's notice is required of a pupil leaving the school or discontinuing an Extra; failing this a full term's fees are payable in lieu of notice.**

### **School Rules**

A copy of the school rules is sent to parents with the Acceptance Agreement form. See Appendix D.

### **Scholarships and Bursaries**

Sibling discounts of 10% are given to the second (and subsequent) pupil admitted to the School from the same family; step-brothers and sisters are included provided they are part of the same household. Bursaries may be offered to existing or prospective pupils from families with financial difficulties, where the pupils continued attendance, or future admission would be of significant benefit, both to the pupil and to the school.

### **Transfer of Pupils between Independent Schools**

In all matters concerning the transfer of pupils and entrance examinations, the requirements of the Code of Practice on Transfer produced by the Joint Standing Committee of Independent Schools' Heads' Associations will be followed. The key principles are that:

- Close liaison must be maintained at all times between heads of the schools involved and conducted in a courteous and professional manner.
- A school must neither seek the transfer of a pupil from another school nor contact parents who have already accepted a place at another school.
- A school must not accept the transfer of a pupil from another school unless the parents, on written acceptance of the offer of a place, confirm

that all financial obligations to the previous school have been, or will be, paid before entry to the new school.

- A school with more than one age of entry must not coerce parents into taking a place at a younger age for fear of jeopardising a place at a later stage, or the admission of a sibling.
- Schools must not compete with one another for pupils by discounting fees or by disguising discounted fees as bursaries.

### **Transfer of pupils between Hemdean House and Maintained Schools**

Apart from those points above referring to fees at the other school involved in a pupil transfer, the same principles of courtesy and professionalism apply to transfers between Hemdean House and maintained schools.

### **Arrangements for pupils with disabilities, special educational needs**

Pupils with disabilities and learning difficulties and disabilities will be treated no less favourably than other applicants for admission; though, as with any prospective pupil, admission may not be possible if, in the opinion of the Head, the school cannot provide adequately for the particular needs of the individual. It is vital that parents of prospective pupils with any physical disability, should visit the School and satisfy themselves that their child could access all buildings, and hence the full curriculum offered, on the School site.

**APPENDIX A**

**HEMDEAN HOUSE SCHOOL**

**Registration Form**

**Pupil's Surname** \_\_\_\_\_

**Other names** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_ **Male/female** \_\_\_\_\_

**Admission Date** \_\_\_\_\_

**Name of Father**    **Title** \_\_\_\_\_ **Surname** \_\_\_\_\_ **Other names** \_\_\_\_\_

**Occupation** \_\_\_\_\_

**Daytime Telephone** \_\_\_\_\_ **Mobile** \_\_\_\_\_ **Home/other** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Name of Mother**    **Title** \_\_\_\_\_ **Surname** \_\_\_\_\_ **Other names** \_\_\_\_\_

**Occupation** \_\_\_\_\_

**Daytime Telephone** \_\_\_\_\_ **Mobile** \_\_\_\_\_ **Home/other** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Address (Father's / Mother's /Pupil's – please circle - for all correspondence)**

\_\_\_\_\_  
\_\_\_\_\_

**Pupil's Present School** \_\_\_\_\_

**We request that our child be registered as a prospective pupil.**

**A non-returnable registration fee of £50 in enclosed.**

**Full name** \_\_\_\_\_ **Full name** \_\_\_\_\_  
**Relationship to child** \_\_\_\_\_ **Relationship to child** \_\_\_\_\_

**Signed** \_\_\_\_\_ **Signed** \_\_\_\_\_

**date** \_\_\_\_\_ **date** \_\_\_\_\_

**Ethnic Group** The completion of this section is voluntary. Please enter the appropriate number in this box:

- 11** Asian or Asian British – Bangladeshi
- 12** Asian or Asian British – Indian
- 13** Asian or Asian British – Pakistani
- 14** Asian or Asian British – Any other Asian background
- 15** Black or Black British – African
- 16** Black or Black British – Caribbean
- 17** Black or Black British – Any other Black background
- 18** Chinese

- 19** Mixed – White and Asian
- 20** Mixed – White and Black African
- 21** Mixed – White and Black Caribbean
- 22** Mixed – Any other Mixed background
- 23** White British
- 24** White Irish
- 25** White – Any other White background
- 98** Any other

**APPENDIX B**

**HEMDEAN HOUSE SCHOOL  
Acceptance Agreement**

**Pupil's Surname** \_\_\_\_\_  
**Other names** \_\_\_\_\_  
**Date of Birth** \_\_\_\_\_ **Male/female** \_\_\_\_\_  
**Admission Date** \_\_\_\_\_  
**Name of Father**    **Title** \_\_\_\_\_ **Surname** \_\_\_\_\_ **Other names** \_\_\_\_\_  
**Occupation** \_\_\_\_\_  
**Daytime Telephone** \_\_\_\_\_ **Mobile** \_\_\_\_\_ **Home/other** \_\_\_\_\_  
**Email Address** \_\_\_\_\_  
**Name of Mother**    **Title** \_\_\_\_\_ **Surname** \_\_\_\_\_ **Other names** \_\_\_\_\_  
**Occupation** \_\_\_\_\_  
**Daytime Telephone** \_\_\_\_\_ **Mobile** \_\_\_\_\_ **Home/other** \_\_\_\_\_  
**Email Address** \_\_\_\_\_  
**Address (Father's / Mother's / Pupil's – please circle - for all correspondence)**  
\_\_\_\_\_  
\_\_\_\_\_  
**Pupil's Present School** \_\_\_\_\_

**Emergency Contact Name and Telephone Number [with your authority to act on your behalf]**  
**Name** \_\_\_\_\_ **Telephone Number** \_\_\_\_\_  
**Do both parents have parental responsibility for the child?** ..... **YES / NO**  
**If NO please send a covering letter including any guardianship arrangements.**  
**Are parents separated or divorced?** ..... **YES / NO**  
**Are there any Court Orders in relation to the child?** ..... **YES / NO**  
**Do both parents agree to the child attending this school?** ..... **YES / NO**  
**Is any other person's consent required before the child can attend this school?** ..... **YES / NO**  
**Does the child have any Specific Learning Difficulties?** ..... **YES / NO**  
**Please give details:** \_\_\_\_\_  
**Does the child have any disability that might affect the child's education?** ..... **YES / NO**  
**Please give details:** \_\_\_\_\_  
**Does the child have any medical / health conditions relevant to the child's education?** ..... **YES / NO**  
**Please give details:** \_\_\_\_\_

Please tick those Extra Subjects you would like the school to try to arrange for your child:

Ballet	<input type="checkbox"/>	
L.A.M.D.A. Speech and Drama	<input type="checkbox"/>	
Musical Instrument	<input type="checkbox"/>	(Specify Instrument) _____
Singing ( Voice )	<input type="checkbox"/>	

I confirm that this child has not been removed from another school for misconduct and that no fees to any other school will be left outstanding.

I have read and understand the Terms and Conditions of the School and accept that they may undergo reasonable change from time to time.

I enclose a deposit of £300 as indicated in the Terms and Conditions and confirm that this Acceptance Agreement will not be cancelled without one term's fees being paid in lieu.

Please indicate your preferred Method of Payment for Fees:

Termly in Advance	<input type="checkbox"/>
Standing Order (10 equal instalments)	<input type="checkbox"/>

All Extras are paid for Termly in Advance.

Signed by each of those with parental responsibility:

Full Name	_____	Full Name	_____
Relationship to child	_____	Relationship to child	_____
Signed	_____	Signed	_____
date	_____	date	_____

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## **APPENDIX C Terms and Conditions**

### **Entry to the School**

- An offer of a place for your child at the School is accepted by the completion of the Acceptance Agreement form and payment of the deposit.
- The deposit is not refundable if your child does not take up a place at the School, but it will be returned to you, less any fees or costs owed to the school, when your child leaves the school at the end of Year 6.
- The School has the right to refuse entry if the school is unable to educate your child; in this case your deposit would be refunded.

### **Fees and Extras**

- Fees cover the School's normal curriculum, including most books and stationery. Other items, such as private music, dance or drama lessons, trips and visits for which you consent to your child's participation, after school and holiday care and other extra-curricular activities will be charged as extras.
- Fees for entry to public examinations will be charged as extras.
- Apart from reasonable adjustments made by the School for a pupil with learning difficulties or disabilities, additional charges incurred by the School in providing individual support in the classroom, or with a specialist, or necessary materials for any specific learning difficulties of a pupil, will be charged as extras.
- The liability to pay fees and any extras is the joint liability of each person who has signed the acceptance form.
- Each invoice must be paid either: in full before the first day of term; or in ten monthly instalments, with extras being collected at the start of each term or as required.
- We reserve the right to refuse to allow your child to attend the School while the fees remain unpaid. You consent to us informing any other school to which you propose to send your child of any outstanding fees.
- The School Council has the right to review the fees for a year by giving you notice in writing at least one term before the start of the year.
- Fees and prepaid extras will not be refunded for absence through any cause; nor will a refund be made if the term is shortened. Your child may be given the option of study leave at home immediately before, during and after public examinations, and no rebate of fees will be made in respect of such periods spent at home.

### **Events requiring Notice in Writing**

- You must give one term's written notice or payment in lieu in the following cases: withdrawal of your child other than at the end of Year 6 and discontinuance of an extra.

### **Removal or Suspension of a Child**

- The Head may in his/her absolute discretion require you to remove, or may exclude, temporarily or permanently, your child from the School if he/she considers that your child's attendance, progress or behaviour is



unsatisfactory in any way, and if, in the opinion of the Head, the removal is in the best interests of the School or those of your child or other children in the School.

- The Head may in his/her absolute discretion require you to remove or may exclude your child if his or her actual or online behaviour, on or off the school premises, and in or out of term time be such that, in the Head's opinion, it brings the School or its members into disrepute.
- The Head may in his/her absolute discretion require you to remove or may exclude your child if the behaviour of either parent is, in the opinion of the Head, unreasonable and affects or is likely to affect adversely the child's or other children's progress at the School.
- Should the removal or exclusion of your child occur you shall not be entitled to any refund or remission of fees or extras paid or due. Any deposit paid will be forfeited but fees in lieu of notice will not be charged.
- In the event of the removal or exclusion of your child, you may, within 14 days, apply to the School Council for a review of the decision to be made, in accordance with the School's complaints procedure.

### **School Rules**

- It is a condition of remaining at the School that your child complies with the School Rules as amended from time to time. In particular you undertake to ensure that your child attends School punctually and regularly throughout each term and that your child completes homework set and conforms with such rules of appearance, dress and behaviour as shall be issued by the School.

### **The School's Care and Education of your Child**

- **PHYSICAL CONTACT.** You consent to your child receiving such physical contact as may be lawful, appropriate and proper for teaching and to provide comfort in distress or to maintain good order.
- **URGENT MEDICAL CARE.** If your child requires urgent medical attention while at School all reasonable efforts will be made to obtain your prior consent. However, should we be unable to contact you we shall be authorised to make the decision on your behalf in consenting to urgent treatment recommended by a doctor.
- **HEALTH PROBLEMS.** You undertake to inform the School of any health or medical condition or allergy that your child has, or subsequently develops, whether long-term or short-term, including any infections.
- **COURT ORDERS.** The Head must be notified in writing immediately of any court orders in relation to your child.
- **ABSENCE.** The Head must be informed in writing of the reason for any prolonged absence from school by your child. A telephone call will suffice for a single day's absence through illness. Wherever possible the Head's prior consent should be sought for any foreseeable absence from the School.
- **HOLIDAYS IN TERM TIME.** Parents are earnestly requested not to book family holidays in term time as this has a significant effect on the teaching and learning processes. The Head's permission must be sought, however, if this cannot be avoided.

- PUPILS LEAVING THE PREMISES. We cannot accept any responsibility for the welfare of your child off the School premises (without permission) when not taking part in a school activity or when waiting to be collected from School.
- COMPLAINTS AND BULLYING. If you have cause for concern as to a matter of safety, care, discipline or progress of your child you must inform the School without delay. In particular in relation to alleged bullying, we cannot be held responsible for failing to address a situation of which we are not aware. Any complaints should be made in accordance with the School's Complaints Procedure.
- CURRICULUM. It is our policy to educate each child through a broad and balanced curriculum, and the principles on which the School is run are set out in the prospectus; however, the prospectus does not form part of the agreement between us and we reserve the right to make changes to it and to the curriculum if we feel that it is necessary to do so. We will give parents a term's notice of significant changes in policy likely to materially affect the School community.
- PROGRESS REPORTS. We shall monitor your child's progress at School and produce regular written reports.
- SPECIFIC LEARNING DIFFICULTIES. We do not undertake to diagnose dyslexia or other specific learning difficulties, though we may observe indicators of these. We shall advise you if we have any concern about your child's progress and seek your permission to investigate the causes of any lack of progress. We are able to supply to you contact information for experts who are able to conduct a formal assessment at your expense. If the support of a learning support assistant is needed or if one-to-one teaching by a specialist teacher is recommended, this can be provided at your expense. We would be prepared to support any advice given as far as possible, but you may be asked to withdraw your child (without being charged fees in lieu of notice) if in the opinion of the Head the School cannot provide adequately for your child's special educational needs. Your deposit would be refunded in these circumstances.
- DISABILITIES. Pupils with physical or learning difficulties and disabilities will be treated no less favourably than other pupils.

## **General**

- INSURANCE. You must make your own insurance arrangements if you require cover for your child's property or against personal accident while at school.
- CONFIDENTIALITY. You consent to our supplying information and a reference in respect of your child to any educational institution which you propose your child may attend. [We will take care to ensure that all information that is supplied relating to your child is accurate and any opinion given on his or her ability, aptitude for courses and character is fair, but cannot be liable for any loss your child is alleged to have suffered resulting from a reference or report given by us.] You agree to inform us of any applications made by or on behalf of your child to any other educational establishment.

- COPYRIGHT. You agree to allow us to make reasonable use of photographs of your child for publicity and marketing purposes where your permission has been given for your child to appear in photographs.
- DATA PROTECTION. The School is registered under the Data Protection Act which entitles us responsibly to store and process data concerning your child.
- CHANGE OF ADDRESS. You undertake to notify the School of any change of address and other contact details. Communications requiring posting will be sent to your address in our records.
- PROPER LAW. The contract between you and the School (of which these terms and conditions form part) is governed by English Law. You agree with us to submit to the exclusive jurisdiction of the English courts.

## **VARIATIONS**

**These terms and conditions may be varied from time to time by the School giving you notice in writing of the variations.**

## **Appendix D**

### **SCHOOL RULES**

Rules exist to support the values which the school upholds and in order that the school can function successfully in providing a high standard of education for all pupils within a caring, safe and secure community.

- Pupils should be punctual for lessons and for the start of school (8.45 a.m.).
- A late mark will be given if a pupil is not present for registration; persistent lateness will be subject to sanctions.
- Pupils must not interfere with the educational opportunities of others.
- Pupils must be tolerant of the ways of their peers but they are expected to report instances of bullying so that both perpetrator and victim can be counselled appropriately.
- School uniform (as listed elsewhere) must be worn by all pupils; (blouses and shirts must be tucked inside waistbands).
- Long hair must be tied back, off the face; any hairbands used should be blue or black in colour.
- Make up of any description, including nail polish, is not to be worn in school or when on educational trips out of school.
- Possession of chewing gum of any type is forbidden in school. Breaking this rule results in an automatic detention.
- Pupils must not eat or drink when walking through the school; there are specified places for this.
- Pupils may eat a snack in designated areas during the morning break, and at lunchtime all pupils must eat in the designated dining areas; fizzy drinks are not allowed in school.
- Pupils must carefully dispose of rubbish in the bins provided; the dropping of litter will result in an immediate detention.
- For reasons of health, safety and security pupils are not allowed to wear any jewellery in school, however one pair only of small, plain studs worn in the ear lobes will be tolerated. No other piercings are allowed.
- The possession of any drug, including alcohol or tobacco, will result in severe sanctions. (See School Drugs Policy) The same sanctions apply to pupils in possession of flammable materials. Large sums of money should not be brought to school, but if it is unavoidable, these may be handed to the form teacher for safe-keeping.
- Pupils in Year 6 may, if their parents wish it, bring a mobile phone to school but it must be switched off and handed in to the office on arrival in school and collected at the end of the day. Any phone seen or heard in school will be confiscated and only returned to a parent.

We ask for your support in helping your children both to adhere to these rules and to understand our expectations in standards of behaviour described on the next page.

## **EXPECTED STANDARDS OF BEHAVIOUR**

**We believe that in order for children to develop responsible behaviour, they should be given responsibility within a framework of clearly stated boundaries of acceptable behaviour and that teachers should act firmly and promptly where any pupil breaches these boundaries.**

It is important that everyone involved in the school community - pupils, parents, teachers and Council members - understands and accepts the set of values which the school upholds.

These values are:

- acting considerately and courteously towards others;
- respecting the rights and property of others;
- taking personal responsibility for one's own actions;
- telling the truth;
- helping those less fortunate and weaker than ourselves;
- making the most of one's own talents and abilities;
- ensuring that every pupil has an equal opportunity to achieve their full potential.

Consistent good conduct, pleasing work or effort or making a valuable contribution to the community is always rewarded with praise: Happy Faces or in exceptional cases, Commendations, may be given.

We are also united in our rejection of the following undesirable actions:

- cheating or deceit;
- unkindness or bullying;
- dishonesty;
- irresponsibility;
- lack of effort or commitment;
- depriving other individuals of their rights.

Unacceptable behaviour in any of the above respects is always challenged and Sad Faces may be given if warnings are not heeded. Sanctions for misconduct may involve Detentions after school until 4.30 p.m., or a pupil being "On Report" for a week or more. In extreme cases, after involvement of parents and/or the School Council, a pupil may be excluded from lessons or excluded from school for an appropriate period. Very serious or criminal misconduct is likely to result in the pupil being withdrawn from school by the parent, required to leave the school by the Head, or permanently excluded by the Head.

## **EXTRACT FROM OUR HEALTH AND SAFETY POLICY DOCUMENT**

### **Pupils are expected :**

- To exercise personal responsibility for their own safety and that of other children with whom they associate. (The extent of this responsibility will depend upon the age and maturity of each individual child).
- To observe rules of dress consistent with safety and/or hygiene, e.g. footwear and jewellery.
- To observe safety rules and, in particular, the instructions given by teaching staff in an emergency.
- To be aware of the evacuation procedure.
- To use and not misuse items provided for his/her safety.
- To exercise due care on the school drive and be aware of the movement of cars.
- Pupils who have permission to cycle to school must wear a safety helmet and must lock their bicycles in the designated place; they should not ride their bicycles within the school grounds.

### **Parents / Carers:**

- Have a duty to provide the school with up-to-date telephone numbers, including an emergency contact telephone number and changes of address.
- Must inform the school of any special educational need, psychological or medical condition, medication or ongoing treatment, which may affect their child at school.
- Should exercise due care when parking or dropping children outside school and observe road markings.
- May not bring their cars onto school premises without permission.
- Should refrain from smoking on the school premises.

### **N.B.**

#### **Re: Appendix A, Appendix B, Appendix C & Appendix D.**

Although these are current documents, for the correct format ready for distribution, please contact the School Office.