



Hilden Grange School

Admissions Policy

Policy reviewed by M. Gough

Review date: September 2024

Submission: September 2024

Policy actioned from: September 2024 – August 2025

Next review date: September 2025

Reviewer's Signature: M. Gough

Head Teacher's Signature: M. Gough

Please note: 'School' refers to Hilden Grange School; 'parents' refers to parents, guardians and carers.

HILDEN GRANGE SCHOOL ADMISSIONS POLICY

1. Introduction:

Hilden Grange School is a co-educational independent school for pupils aged 3-13.

Hilden Grange School is a co-educational independent school for pupils aged 3-13. The procedures outlined below apply to all pupils and parents who would like to proceed with a place at the school. All parents are encouraged to visit the school and to meet the Headmaster before registering their son or daughter for entry to Hilden Grange.

Anyone who is interested in making an application to our school must first submit our online application form. There is a £80 non-refundable registration fee. Parents must create an Open Apply account to submit a registration.

2. The Admissions Procedure:

2.1 Nursery

Children can join our Nursery from the term in which they turn 3 years of age or any term after this. In order to join Nursery, you must first commit to a Reception place for your child by paying the deposit and submitting the acceptance forms. We ask for this to be completed 2 years in advance of your child joining us.

Once you have committed to a Reception place for your child, and you wish for them to join Nursery, then we will invite your child in for a 2 hour taster session in our Nursery. This invite will be the academic term before your child is due to start. Ideally for this taster session, we encourage parent separation but do understand that this may not be possible. We will consider the individual needs of the child.

We offer settling in sessions for children if needed. We require children to have basic toilet training. However, we realise children at this age are not always totally reliable in this respect and we can support them in this.

For further information, *see Appendix 1*

2.2 Reception

Registrations for Reception can be submitted for this intake at any point. Once parents have submitted a form, and usually 2 years before a child is due to start in Reception, we will ask for a deposit and our acceptance forms to be completed to secure the place.

Children are invited in for a taster session a term before they are due to join.

2.3 Pre-Prep

Entry into Years 1 and 2 in the Pre-Prep, is dependent on whether there is a place in the year group. If so, children are invited in for a taster day in the class. An offer is conditional upon meeting the entry requirements. INCAS assessments are used to provide the school with standardised data in reading, maths and developed ability. Parents are asked for a previous school report ahead of the taster day and a Health and Education Questionnaire must be completed.

Given the specialist teaching system that operates in the Prep School, an assessment of a child's ability to adapt to the teaching system is also made prior to transfer from Year 2 to Year 3. On the rare occasions that transfer to the Prep School is considered not to be in a child's best interests, parents are informed at the earliest opportunity and supported to find a place in an alternative school.

2.4 Prep

At Year 3, we have 44 child per year group and therefore offer an additional 8 places in Year 3. Children are invited in for a taster day in the class. An offer is conditional upon meeting the entry requirements. INCAS assessments are used to provide the school with standardised data in reading, maths and developed ability. Parents are asked for a previous school report ahead of the taster day and a Health and Education Questionnaire must be completed.

Entry into Years 4, 5 and 6 in the Prep is dependent on whether there is a place in the year group. If so, children are invited in for a taster day in the class. An offer is conditional upon meeting the entry requirements. INCAS assessments are used to provide the school with standardised data in reading, maths and developed ability. Parents are asked for a previous school report ahead of the taster day and a Health and Education Questionnaire must be completed.

Entry into Year 7, 8 and 9 is dependent on whether there is a place in the year group. If so, children are invited in for a taster day in the class. An offer is conditional upon meeting the entry requirements. INCAS assessments are used to provide the school with standardised data in reading, maths and developed ability. Parents are asked for a previous school report ahead of the taster day and a Health and Education Questionnaire must be completed

Pupils are prepared for entry to independent senior schools via the appropriate assessments or by Public School Scholarship examinations

13+ entry to local Grammar or High Schools is also possible, subject to the availability of places and to meeting the entry requirements.

2.5 Acceptance and Deposit

Once an offer is made, parents are asked to pay a £500 deposit, sign our acceptance form and submit a copy of their child's birth certificate. A Terms and Conditions document is also provided at this stage for parents to complete and agree. The document includes details of fees payments; the first set of fees are due before the first day of the first term. Also included are the circumstances under which deposits can be refunded. There is also a link to the Privacy Notice on our school website.

The deposit is refunded after the close of term in which a child leaves the school, less any monies owed.

2.6 Waiting Lists

If class lists are full at any stage, pupils are placed on a waiting list. Parents are contacted if a place becomes available. Waiting list priority is given to siblings of existing pupils.

Hilden Grange School is committed to equal treatment of all individuals regardless of race, religion, ethnicity, social background or sexual orientation.

3. Admissions policy for SEND

- 3.1 We are firmly committed to inclusivity and to giving every child the best possible start in life, irrespective of their special educational needs or disability (SEND)
- 3.2 It is the school's policy to enrol pupils who meet the entry standards regardless of any special educational needs or disability (SEND) of which it is aware
- 3.3 We consider all children for admission to the school who have the ability and aptitude to access an academic curriculum
- 3.4 In assessing any prospective pupil, the school may take such advice and require such assessments as considered appropriate
- 3.5 Pupils whose SEND are suited to the curriculum are welcome provided that we have the appropriate resources and facilities to provide them with the support that they require
- 3.6 The life of the school is enhanced by inclusive policies, but equal importance must be given to ensuring that no pupil's education is impaired.

4. Admissions policy for EAL

- 4.1 We are firmly committed to inclusivity and to giving every child the best possible start in life, including those for whom English is an additional language (EAL),
- 4.2 We consider all children for admission to the school who have the ability and aptitude to access an academic curriculum
- 4.3 In assessing any prospective pupil, the school may take such advice and require such assessments as considered appropriate

4.4 EAL pupils who are suited to and able to access the curriculum are welcome provided that we have the appropriate resources and facilities to provide them with the support that they require

5. Additional Information

5.1 Before a place is offered at the school, and preferably prior to application and assessment, parents must disclose to the school in writing any known or suspected circumstances relating to their child's health, development, allergies, disabilities, level of English or learning difficulties

5.2 Based on such disclosure and the assessment process the school will confirm whether or not it is able to fully meet the needs of the child

5.3 The school reserves the right to subsequently withdraw any place offered based on incomplete disclosure of known or suspected SEND/EAL circumstances

5.4 In assessing any pupil or prospective pupil the school may take such advice and require such assessments as considered appropriate. Subject to this, the school will be sensitive to any requests and requirements for confidentiality

5.5 Where a child's SEND is identified, or develops, **after the child has started at the school**, we will endeavour to continue to support the child as long as:

5.6 we have the appropriate resources and facilities to provide them with the support they require, **and** we believe it is in the best interest of the child and of the school community to remain at the school

5.7 Where, in our judgement, either of these conditions no longer apply, we reserve the right to withdraw a place at the school. In such circumstances, we will use our reasonable endeavours to support parents in finding alternative arrangements

5.8 The life of the school is enhanced by inclusive policies, but equal importance must be given to ensuring that no pupil's education is impaired.

6. Bursaries and scholarships

6.1 Fees remission in the form of bursaries and scholarships are available through the support of Inspired Education and the Gold Standard Trust. Applications should be submitted to the Headmaster and will be processed in discussion with IE Head Office. An application form is available from the School Office.

7. The Admissions Register

7.1 The Admissions Register for Hilden Grange School is maintained in accordance with the Education (pupil registration) (England) Regulations 2006.

7.2 Our admissions register is stored on a monthly report, the data is stored within our Management Information System (MIS). The MIS is backed up every evening by our IT Department for 52 weeks of the year, 24 hours a day.

7.3 The following information is listed for each child:

- Name in full including preferred forename

- Sex (this should be the birth sex unless the person has obtained a gender recognition certificate (not available under the age of 18));
- Day, month and year of birth;
- Name and address of every person known to the school to be a parent of the pupil (and an indication of which parent the pupil normally lives with and which parents hold parental responsibility and as defined by section 3, Children Act 1989) – *Nb parents holding parental responsibility, even if not actually caring for the child, have a right to receive relevant information from the school in respect of any pertinent matter affecting the child, unless a court order indicates otherwise.*
- More than one telephone number at which the parent with whom they normally live can be contacted in an emergency will be recorded on the MIS;
- From September 2016, where a parent notifies the school that a pupil will live at another address in addition or instead, the new address, the full name of the parent with whom the pupil will normally live in future and the date from which it is expected the pupil will normally live there or began to reside there, where it is reasonably practicable for the school to ascertain this information, will be recorded;
 - Day, month and year of admission or re-admission to the school;
 - Name and address of the pre-school/setting last attended (if any)
 - From September 2016, the name of the destination school (or additional school, in the case of dual registration), notified by a parent and the first date of attendance, where it is reasonably practicable for the school to ascertain this information.

7.4 We will hold more than one emergency number for each pupil where reasonably possible

7.5 The name of the pupil will be included on the admissions register from the beginning of the first day on which Hilden Grange School has agreed, or has been notified that the pupil will attend the school

7.6 Deletions from the Admissions Register

Deletions from the Admissions register are regulated and Hilden Grange School informs Kent Local Authority where a pupil's name is going to be deleted from the Admissions register on the following grounds:

- When the child has been taken out of school to be home educated;
- When the family has apparently moved away;
- When the child has been certified as medically unfit to attend; • When the child is in custody for more than four months;
- When the child has been permanently excluded
- When the child joins a new school.

7.7 From 1st September 2016, Hilden Grange School notifies Kent Council via email when it removes or adds a pupil's name to the admissions register at both standard and non-standard transitions. At Non Standard transitions, Hilden Grange School will notify Kent Council via the Kelsi website.

Appendix 1- Admissions Policy for EYFS

Nursery sessions:

Parents are provided with opportunities to chose their preference of sessions. There are ten sessions weekly at the times below.

8:30-11:30am- Morning session

12:30-3:30pm- Afternoon session

For those staying the whole day, there is a choice of a packed lunch or school lunch. There is lunch supervision by trained staff for this hour.

Children are required to attend Nursery for a minimum of 5 sessions per week.

Parental requests to increase sessions will be allocated, provided there is availability. To decrease sessions, a term's notice is required.

Hilden Grange School accepts the Early Years Funding from the Local Authority for 3 & 4 year olds.

We accept tax -free childcare vouchers for the payment of Nursery fees up until the child turns 5 years of age.