



**HURLINGHAM
SCHOOL**

Admissions Policy

This policy is made available to all parents, prospective parents, staff and prospective employees of Hurlingham School and Nursery on our website and a hard copy can also be viewed at our School Offices.

This policy applies to all activities of Hurlingham School, including the Early Years Foundation Stage (EYFS) Nursery and Reception pupils.

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1. General

We are a co-educational, non-selective, IAPS Prep-School and Nursery in Putney for pupils aged 2 to 11 with approximately 100 pupils in the Nursery and 350 in the Prep-School. Our Nursery School is located on Gwendolen Avenue and the Prep-School on Putney Bridge Road.

Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable so we would encourage you to book an appointment to visit us, in the first instance, when you will be given the opportunity to experience, first-hand, not only the fabulous, modern and well-equipped educational setting, but also to get a real sense of the warm and nurturing environment created by our team of excellent educational practitioners.

2. Equality

Hurlingham is committed to equal treatment for all and, in line with the Equality Act 2010 and the protected characteristics which it identifies, we welcome all children and strive to create a diverse and inclusive learning environment. No child will be prevented from admission to the school on the grounds of race, religion or belief, sexual orientation, sex, gender reassignment, social background or disability (subject to the criteria below,).

In order to fulfill our commitment to inclusivity, we encourage applications from pupils with a diverse range of backgrounds and, in support of this, a limited number of means-tested bursaries are made available, particularly for children who meet our admissions criteria wishing to join in Years 2, 3 and 4.

3. Nursery Admissions Procedure

Children may join our Nursery in Gwendolen Avenue as soon as they have reached two years of age. We encourage parents to book an appointment to visit our Nursery, in the first instance, where they will be given a tour by our Head of Nursery and an opportunity to ask any questions they may have.

Tours can be arranged by contacting the Nursery School Administrator, Mrs Anna Williams at nursery.office@hurlinghamschool.co.uk or by telephone.

There is no entrance exam or interview for children joining our Nursery in Gwendolen Avenue. Although not essential, we advise parents that it is helpful for their children to have a conversational ability in the English language.

Nursery Registration

Parents are able to register their child at any time and this can be done by completing the 'Online Registration' form via the link on the Admissions Pages of the school website. Places at the Nursery are offered in order of registration with priority given to siblings of existing pupils in the Nursery or Prep-School so we strongly recommend that this is done as early as possible. A one-off fee of £75 is payable upon registration which also covers those wishing to move on the Prep-School when the time comes.

Nursery Offers

After registering, and subject to the availability of sessions for the intended start date, parents will receive an offer letter. This will include details of the offer, our Terms and Conditions together with links to various policies which parents need to have had access prior to accepting a place, an Acceptance Form, our Privacy Notice and a Cancellation Notice and Form.

Parents will need to indicate how many sessions they would like their child to attend on the Acceptance Form. All children must do a minimum of four sessions and all pupils in the Pre-School must do a minimum of six sessions to help ensure that they are 'school-ready' when they leave us.

In order to secure a place, parents will need to return the completed Acceptance Form (and associated documents detailed above) together with a non-refundable Acceptance Fee of £2,000 by the date stipulated in the offer letter.

Following receipt of the Acceptance Form and Acceptance Fee, parents will receive confirmation of their child's start date, the number and times of the sessions they have been allocated and the proposed dates for the 'settling in' sessions that each child is invited to attend in advance of starting.

4. Prep-School Admissions Procedure

Reception

Children may join the Prep-School Reception Year in the Autumn term following their fourth birthday. There is no entrance exam or interview for this point of entry.

Occasional Places in Years 1-5

For children wishing to join us in Years 1 to 5, should a place be available, we invite them to come and visit us for a 'Taster Day' (ideally a full day or just the morning if preferred) during which they will join a class in the relevant year group. The main purpose of this visit is to give the candidate an opportunity to get a flavour of life at Hurlingham, to meet their prospective peer group and to provide the teachers with an opportunity to observe and informally assess the candidate to ensure that they have the appropriate skills, behaviour and temperament to achieve a smooth transition to Hurlingham. They will be allocated a 'Buddy' from the class who will look after them for the day. We will also request a recent report from their current or previous school and any other relevant information.

Although not essential, we advise parents that it is helpful for their children to have a conversational ability in the English language.

Prep-School Registration

Parents are able to register their child any time from birth and this can be done by completing the 'Online Registration' form via the link on the Admissions Pages of the school website. This will ensure that they are placed on a waiting list for a place at the Prep-School for the appropriate year of entry. A fee of £75 is payable upon registration. Places are offered in order of registration, although priority is given to siblings of children already in the school, pupils in the Hurlingham Nursery School and those living within 1.2km of the school. Pupils at Nursery are guaranteed the offer of a place at Hurlingham Prep-School, subject to the criteria detailed in section 5 below.

The Admissions Registrar will be able to advise on the availability of occasional places which might be available for children wishing to join in Years 1 to 5.

Prep-School Offers

After registering, children will be placed on our Admissions List and, if successful, parents will receive an Offer Letter in the Autumn Term before their child is due to start. Those who do not receive an offer in the Autumn or who are not in a position to accept an offer at that time can request to be transferred to the Waiting List in the event that subsequent places become available.

The offer notification will include details of the offer, our Terms and Conditions together with links to various policies which parents need to have had access prior to accepting a place, an Acceptance Form, our Privacy Notice and a Cancellation Notice and Form.

In order to accept a place, parents will need to return the completed Acceptance Form (and associated documents detailed above) together with a non-refundable Acceptance Fee of £2,000 by the date stipulated in the offer letter.

In order to secure the place a second, Balance Payment will become due the following Spring. This is equivalent to one term's fees at the time of the offer of a place, less the £2,000 Acceptance fee already paid. These two payments combine on the child's first day to form the deposit which is retained by the School until the child leaves the School. At this point it will be returned to the parent once all outstanding fees and

charges have been met, providing a term's notice to withdraw has been received by the Head, prior to the first day of the preceding term.

Siblings of existing pupils are automatically offered a place providing their details have been supplied to the Admissions Registrar no later than the 1st September of the year before they are due to start. Siblings registered after this date cannot be guaranteed a place.

5. Special Educational Needs

We apply our admissions criteria to all potential pupils and do not unlawfully discriminate in any way. We welcome pupils with disabilities and/or special educational needs as long as we feel that we are able to provide them with the support that they require. We are proactive in making any reasonable adjustments required to meet the pupil's educational and/or physical needs as long as we are confident that these needs can be accommodated to a level which ensures that we are able to provide pupils with a safe and inclusive environment in which to learn.

Upon receiving an offer all parents are required to inform the Nursery or the Prep-School if their child has any significant dietary, medical or learning difficulties and/or disabilities or an Education, Health and Care (EHC) plan from the local authority. The School requires this information as such needs may affect a child's ability to participate in and take full advantage of the education provided at the School. This is so that the School can assess those needs and consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the candidate and to ensure that the School can cater adequately for him or her.

We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made in order for the child if he/she was to become a pupil at our school. We will need to ensure, however, that we are able to make the necessary reasonable adjustments to ensure that the prospective pupil is not put at a substantial disadvantage compared to a pupil who is not disadvantaged because of a disability.

We are proud to be a non-selective school, where all our children, including those with Learning Difficulties and/or Disabilities or Special Educational Needs are provided with a safe and positive environment in which to learn. We strive to be accessible to all children and are proud of our history in making adjustments which facilitate access for pupils with specific needs.

On acceptance of a place, we will need to ensure that the child's needs can be met using the following criteria:

- Will the child be able to access the mainstream criteria and inclusive environment of the school.
- Do we have the skills, knowledge, facilities and resources to meet the child's needs.
- Are any adjustments required to accommodate the child in School and, if so, whether these are reasonable for us to put in place.
- Would the child's attendance be incompatible with the efficient education of others and detrimentally impact on their good progress.

If, once a place has been offered, there is reason to believe that we are not able to provide a suitable setting for the child then the parents will be invited in for a meeting to discuss the reasons why the offer of a place is being withdrawn. This meeting will be followed up in writing and any Acceptance Fee payments will be refunded in full.

There may also be situations where a pupil joins us and is later found to have significant needs. In these cases we will apply the criteria detailed above in the first instance and invite the parents in to discuss the options. It may be decided that:

- The School is no longer the best setting for the pupil and an alternative setting will need to be found.
- The School will assist the parents in applying for an Educational Health Care Plan to help fund additional 1:1 support for their child. If parents do not wish to pursue this route, the application is unsuccessful or the EHC plan does not provide the required level of support the School will require a 'reasonable' contribution towards the additional support needed for the pupil.
- If the EHC plan application is not made in Reception the parents will be required to make a contribution towards their child's support in advance of the outcome of the EHC plan.

There may be exceptional circumstances in which we do not feel we are able to offer a place for reasons relating to a child's disability. This is likely to be if we do not consider that the reasonable adjustments we are able to implement will be adequate to enable the child to access the education offered or that the health and safety of other pupils or staff may be put at risk.

Similarly, there may be cases of existing pupils with SEND whose needs have changed as they have developed and for whom the School, despite making all reasonable adjustments and implementing all appropriate strategies, remains unable to meet the child's needs. In these cases, the School may, following consultation with the parents, require them to withdraw the pupil from the School. Such a decision will be reached through discussion with the parents and any relevant external specialists and the School support the parents as far as possible to identify an alternative, appropriate setting.

In both such circumstances, fees in lieu of notice will not be charged and any deposits held will be credited after any outstanding charges have been deducted.

Throughout this process the School will have regard to the Special Educational Needs and Disability Code of Practice: for 0 to 25 years (July 2014) , the Disability Discrimination Act Code of Practice for Schools 2002, the Equality Act 2010 and the School's Learning Difficulties, Disabilities and Special Educational Needs Policy on the school website.

Parents of children from whom English is not their primary language (EAL) should also notify the School prior to entry so that suitable provision can be made.

6. Cancellation of the Acceptance of an Offer

If the contract with the School was formed entirely by means of distance communication (i.e. by post, fax or electronic communication) without a face to face meeting with a member of the School staff parents may cancel the contract within 14 days. The 14 day cancellation period will commence on the day following the School's receipt of the completed and signed acceptance form.

To exercise the right to cancel, parents must inform the School of their decision to cancel the contract by a clear statement (e.g. a letter sent by post or fax, or an email). Parents may use the model cancellation form supplied to them by the School at the point of offer, or their own wording, if they prefer. Parents do not have to provide a reason for cancellation when informing the School.

7. Bursaries

A limited number of bursaries are available to pupils joining the School with priority given to those wishing to join in Years 2, 3 and 4. The majority of financial assistance is, however, reserved for existing pupils in case of unforeseen hardship or temporary difficulty, in order to ensure continuity of education in deserving cases. Bursaries are means tested.

When considering whether to grant a bursary the School considers a wide range of appropriate matters including, but not limited to, parental/guardian income (from all sources), assets (both real and personal property) and other matters such as family circumstances and matters which are particular to the child. The granting of a bursary is discretionary and each application is considered fully on its merits. Given the wide variety of individual financial and family circumstances and the discretionary nature of such awards, precise criteria which may lead to qualification for a Bursary are not disclosed and are confidential to the School.

The continued tenure of a bursary is subject to satisfactory performance and good conduct and adherence to the School's Terms and Conditions in place at the time.

Please contact the School's Admissions Registrar if you require further information on the application procedure; admissions@hurlinghamsschool.co.uk.

8. School's Terms and Conditions

The School's Terms and Conditions are available on the School's website and these, together with the Parent Contract contained within the Acceptance Form (Acceptance of the Offer of a Place) and Privacy Notice are provided to parents as part of the Admissions process.

9. Complaints

The School's Complaints Procedure Policy is available on the School's website or on request from the school office.

10. Records and Review

Applicants' details will be held by the School in accordance with the School's Privacy Notice and Record Retention Policy both of which are available to view on the School's website. The Privacy notice is also provided to parents as part of the Admissions process. We will not hold the personal data of families for longer than is necessary or lawful. This will generally be no more than 6 months following an unsuccessful application unless the parents have indicated that they might like their child to join at a later date, they have another sibling who might want to be considered for a place or if there are any ongoing matters which require the data to be retained for longer than usual.

Date created: Spring 2009

Date of last review: September 2023

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