



**HURLINGHAM
SCHOOL
AND NURSERY**

EST. 1947

Admissions Policy and Admissions Register

This policy applies to all activities of Hurlingham School, including the Early Years Foundation Stage.

Date of Review: September 2024
Date of Next Review: by 31 May 2025

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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.

We understand that choosing the right school for your child is a significant decision and we believe that a personal visit is invaluable and so we would encourage parents to book an appointment to visit us (detailed below).

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 fulfil 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.

3. Nursery Admissions Process

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, where they will be given a tour by our Head of Nursery and have the opportunity to ask any questions.

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.

The Admissions Process for entry to our Nursery is:

- **Visit:**

A tour of the Nursery is recommended as a first step in the admissions process. Tours can be arranged by contacting the Nursery School Administrator, Mrs Anna Williams at nursery.office@hurlingham-school.co.uk or by telephone.

- **Registration:**

Parents are able to register their child at any time and this can be done by completing the 'Online Registration' form via our online admissions portal (OpenApply) with a link available on 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.

Therefore we strongly recommend that this is done as early as possible.

A one-off Registration Fee is payable upon registration which also covers those wishing to graduate to the Prep-School when the time comes.

Families will stipulate their desired sessions at time of Registration. All children must do a minimum of four sessions per week 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.

- **Offer of a place:**
After registration and subject to the availability of sessions for the intended start date, parents will receive an Offer. The “Offer” forms a legally binding contract (based on the terms of the Offer Letter; the Acceptance of Offer Form; [the Fees Schedule](#); and the [Nursery's Terms and Conditions](#) will be formed upon receipt of the Acceptance of Offer Form and Acceptance Fee. We advise Parents to read the Terms & Conditions and [Privacy Notice](#) carefully.
- **Acceptance:**
In order to secure the place, both parents must electronically sign the online offer and make payment of the ‘Acceptance Fee’ via our online admissions portal (OpenApply). We will require electronic signatures from both parents in the online Acceptance of Offer Form, unless other arrangements have been made with the school.
About the Acceptance Fee
The Acceptance Fee is non-returnable in the event, and for whatever reason, the child does not start at the nursery. Upon their start, the Acceptance Fee is held as a Deposit, and in common with many other nurseries and schools, we hold the total amount until their last term and until all commitments have been met. We will then repay it to you, providing you have given a full term's notice in writing to the Head of Nursery on or before the first day of term. Further details about these fees are available in our Nursery Terms and Conditions.
- **Joining the Nursery:**
Closer to your child’s start in the Nursery, 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.
Parents are asked to complete “New Starter Forms” providing medical and dietary information, consents and their child’s developmental and care needs, such as sleep patterns.

4. Prep-School Admissions Process

Children may join our Prep School at our main entry point in Reception or in other Year groups, outlined in the process below.

We encourage parents to book an appointment to visit our School at an Open Morning or Private Tour. Our **private tours** afford parents a bespoke tour with our Head of Pre-Prep or Upper School, who are equally passionate about education and can provide you with valuable insights into our school's ethos and teaching methods, as well having the opportunity to visit with our Head, Mr Gould.

Open mornings are a great opportunity to see the school’s modern and well-equipped educational setting, but to experience the school at its busiest during a school day and gain a real sense of the warm and nurturing environment created by our team of excellent educational practitioners.

For overseas applicants who are unable to visit us in person in the first instance, we are able to arrange a video call with our Head of Pre-Prep or Upper School.

Families are able to book a time to visit the School via a link on the school website.

Reception Entry

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

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

The Admissions Process for entry to our Reception cohort is:

- **Visit:**
A tour of the School is recommended as a first step in the admissions process.
- **Registration:**
Parents are able to register their child at any time and this can be done by completing the ‘Online Registration’ form via our online admissions portal (OpenApply) with a link available on the school website. Places for Reception entry are offered in the Summer, one academic year ahead of their start date, i.e. 14 months before their September start date.
Offers are awarded in order of registration with priority given to siblings of existing pupils in the Nursery or Prep-School. All registrations received are placed on an Admissions List for a place of entry in the appropriate year.
Therefore we strongly recommend that this is done as early as possible. A non-refundable Registration Fee is payable upon registration.

- **Offers:**

Parents will receive an Offer in July, the year preceding the start date, i.e. July 2025 for September 2026 entry. This offer of a place is held open for a period of three weeks from date of offer, at which point the place may be offered to another family on our wait list.

The "Offer" forms a legally binding contract (based on the terms of the Offer Letter; the Acceptance of Offer Form; [the Fees Schedule](#); and the [Nursery's Terms and Conditions](#)) will be formed upon receipt of the Acceptance of Offer Form and Acceptance Fee. We advise Parents to read the Terms & Conditions and [Privacy Notice](#) carefully.

- **Acceptance:**

In order to secure the place, both parents must electronically sign the online offer via our online admissions portal (OpenApply) and pay the 'Acceptance Fee' which form the first part of two instalments which make up the deposit, equivalent to one term's fees. We will require electronic signatures from both parents in the online Acceptance of Offer Form, unless other arrangements have been made with the school.

About the Acceptance Fee and Deposit

The Acceptance Fee of £2,000 is payable at the point of acceptance, in the online portal. The second 'Balance Payment' is due in the Spring term before the child's start in Autumn, and is equivalent to the remainder of one term's fees at the time of the offer of a place (less the £2,000 Acceptance fee already paid).

On your child's first day, these two payments combine to form the deposit which will be retained by the School until your child leaves, at which point it will be returned to you once all outstanding fees and charges have been met and provided a term's written notice of intention to withdraw has been received by the Head, prior to the first day of the preceding term.

The Acceptance Fee is non-returnable in the event, and for whatever reason, the child does not start at the School.

Further details about these fees are available in our Nursery Terms and Conditions.

- **Starting Reception:**

Closer to your child's start, families are invited to events and settling-in for the child to become familiar with the school and staff.

Parents are asked to complete "New Starter Forms" providing medical and dietary information, and consents.

Occasional Places For Entry In Years 1 to 5

For children wishing to join us in Years 1 to 5 and subject to places being available, the following admissions process will apply. Although not essential, we advise parents that it is helpful for their children to have a conversational ability in the English language.

The Admissions Process for Occasional Places is:

- **Visit:**

A visit to the School is recommended as a first step in the admissions process.

- **Registration:**

Parents are able to register their child by completing the 'Online Registration' form and pay the Registration fee via our online admissions portal (OpenApply) with a link available on the school website. Where places are not currently available in a child's cohort, they will be added to a 'waitlist' whilst a space becomes available. School reports are submitted with the Registration Form.

- **Taster Visit:**

Subject to places being available, we invite children to come and visit us for a 'Taster Day' 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 reference from their current or previous school.

- **Offers:**

The Offer of a place is made following a taster day and subject to all reports and references received. This offer of a place is held open for a period of three weeks from date of offer, at which point the place may be offered to another family on our wait list.

The "Offer" forms a legally binding contract (based on the terms of the Offer Letter; the Acceptance of Offer Form; the Fees Schedule; and the Nursery's Terms and Conditions) will be formed upon receipt of the Acceptance of Offer Form and Acceptance Fee. We advise Parents to read the Terms & Conditions and Privacy Notice carefully.

- **Acceptance:**

In order to secure the place, both parents must electronically sign the online offer via our online admissions portal (OpenApply) and pay the 'Acceptance Fee' which form the first part of two instalments which make up the deposit, equivalent to one term's fees. We will require electronic signatures from both parents in the online Acceptance of Offer Form, unless other arrangements have been made with the school.

About the Acceptance Fee and Deposit

The Acceptance Fee of £2,000 is payable at the point of acceptance, in the online portal. The second 'Balance Payment' is due in the Spring term before the child's start in Autumn, and is equivalent to the remainder of one term's fees at the time of the offer of a place (less the £2,000 Acceptance fee already paid).

On your child's first day, these two payments combine to form the deposit which will be retained by the School until your child leaves, at which point it will be returned to you once all outstanding fees and charges have been met and provided a term's written notice of intention to withdraw has been received by the Head, prior to the first day of the preceding term.

The Acceptance Fee is non-returnable in the event, and for whatever reason, the child does not start at the School.

Further details about these fees are available in our Nursery Terms and Conditions.

- **Starting at Hurlingham:**

Closer to your child's start, families are invited to events for the child to become familiar with the school and staff. Parents are asked to complete "New Starter Forms" providing medical and dietary information, and consents.

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.

At time of registration, 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 holds an Education, Health and Care Plan (EHCP) from their 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 and so 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 curriculum 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.

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 (EHCP) to help fund additional 1:1 support for their child.
- Should parents not wish to pursue this route, the application is unsuccessful or the EHCP does not provide the required level of support, the School will require parents to make a 'reasonable' contribution towards the additional support needed for the pupil.
- If the EHCP application is not made in the Reception year, the parents will be required to make a contribution towards their child's support in advance of, or whilst awaiting the outcome of the EHCP.

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 supports the parents as far as possible to identify an alternative, appropriate setting.

In both 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 for whom English is not their primary language (English as an Additional Language 'EAL') should also notify the School at time of Registration so that suitable provision can be made.

6. Right of Cancellation of the Acceptance of 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 in writing of their decision to cancel the contract by a clear statement (e.g. a letter sent by post or fax, or an email). 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. 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. We have a limited number of bursary awards and these are currently capped at a maximum of 40% of the tuition fees only, excluding extras.

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 remain confidential to the School.

The continued tenure of a bursary is subject to a biennial review 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. Terms and Conditions

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

9. Complaints

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

10. Data, 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 provided to parents with the Offer. 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.

11. Statutory Admissions Registers

We have a statutory obligation to maintain Admission and Attendance Registers in accordance with the Education (Pupil Registration) (England) Regulations 2006, the DfE publication Children Missing in Education and the DfE publication Advice on School Attendance (2016). Attendance and registration requirements were adjusted during the COVID-19 lockdown but from September 2020, normal rules apply.

The Admissions Register

Details of children joining the school are entered in our admissions register from the beginning of the first day on which the school has agreed, or has been notified, that the pupil will attend the School. For most pupils the expected first day of attendance is the first day of the school year.

When a child leaves the School, their final date of attendance is also recorded.

Our admissions register is held electronically and is linked to SIMS.

The admission register must contain the following information:

- Child's Name in full
- Sex
- Name and address of every person known to the proprietor to be a parent of the pupil (and an indication of which parent the pupil normally lives with and which parents hold parental responsibility as defined by Section 3 Children Act 1989) 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. From September 2016, where a parent notifies us 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, where it is reasonably practicable for the school to ascertain this information.

- At least one telephone number (but wherever possible two) on which the parent can be notified in an emergency.
- Day, month and year of birth
- Day, month and year of admission or readmission to the school
- Name and address of the school last attended, if any
- the name of the destination school (or additional school in the case of dual registration) as notified by the parent and;
- the first date of attendance, where it is reasonably practicable for us to ascertain this information

Where a pupil is registered at more than one school, his/her name will only be deleted from our admission register of a school when he/she has ceased to attend and where the Principal or Head of our school and the proprietor or Head of any or every other school at which the pupil is registered gives his/her consent, (except where the pupil has died, been permanently excluded or is of no fixed abode).

Admissions Register Reporting

Each week our Admissions Registrar at the Prep-School and School Administrator at the Nursery complete a 'Leavers and Starters' audit spread-sheet. This is then returned to the Key Administrative Officer in the Education Welfare Service at Wandsworth.

This ensures that we fulfil our obligation to notify our 'own' local authority when we remove or add a pupil's name to the admissions register as non-standard transitions, i.e. where a compulsory school-aged child leaves us before completing their final year or joins us after the beginning of the school's first year. We will also notify the child's borough (if different).

Before deleting a pupil's name from the admission register on the ground that he/she has not returned from a leave of absence exceeding 10 days we, and the local education authority, must have failed, after reasonable enquiry, to ascertain where the pupil is. We will inform the local authority (where the child is resident) where a pupil's name is going to be deleted from the admission register on certain grounds. In summary, these are 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, or has been permanently excluded.

The period after which a pupil's name may be deleted from the admission register on the ground that the pupil has been continuously absent without authorisation is 20 school days and additionally either the Head or Principal must not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or unavoidable cause.

The name of a pupil who is detained in pursuance of a final court order or order of recall will only be deleted from the register where that order is for a period of not less than four months and where either the Head or Principal do not have reasonable grounds to believe that the pupil will return to school at the end of that period.

The electronic admission register is backed up not less than once a month.

Annual Census

As a member of ISC we participate in that organisation's annual census of pupils, staff, and expenditure etc. In accordance with the regulations, we include pupil ethnic monitoring data, using the same methodology as the maintained sector.

Schools Information for Department for Education

The Admissions Registrar will regularly update the information held by the department for education on the "Get Information About Schools" site.

Approaches from Local Authorities

Local Authorities have a legal responsibility to identify children of compulsory school age who are not in education. We may, therefore, receive an enquiry about whether we are educating a specific child and we will provide this information upon request.