



St Hilary's School

Admissions Policy & Procedures

Introduction

1. St Hilary's ("the School") is an independent preparatory school for girls aged between 2 and 11 and boys between 2 and 7. The School is organised into the following divisions:
 - The Nursery 2 -4
 - Lower School 4-7
 - Upper School 7-11
2. The Headmistress of the Preparatory School is responsible for admissions.
3. The aims of this policy are:
 - To ensure compliance with the School's charitable purposes.
 - To set selection criteria and procedures that are consistent with this charitable purpose and fair to applicants.
 - To identify applicants whose academic and other abilities appear to match the ethos and standards of the School and whose personal qualities suggest they have the potential to contribute sufficiently to the school community and benefit from the many opportunities that are offered.
4. The admission process in Nursery, Lower and Upper School is supervised by the appropriate member of the Senior Leadership Team under the guidance of the Headmistress.

Disability and Special Education Needs

5. The School has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under the *Special Educational Needs and Disability Act 2001* in order to accommodate the needs of the applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.
6. Parents of a child who has any disability or special educational needs should provide the Headmistress with full written details when applying for admission.
7. The School needs this information so that, in the case of any child with particular needs, we can assess those needs and make sure the School can provide adequately for them throughout the admission process (including at interview, and on attendance at the School, as appropriate).



8. The School will consult with parents about the adjustments which can reasonably be made for the child both during the admission process and later as a pupil.

Equal Treatment

Our aim is to encourage applicants from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world.

St Hilary's school is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background. Our provision for bursaries is described below.

Bursaries

9. Bursaries

Bursaries are available on entry to St Hilary's School in the Upper School Years 3 to 6. Current parents and parents whose children are candidates for entry who are experiencing genuine financial difficulties may apply to the Governors for a bursary by completing a bursary form which is available from the Bursar. Parents will be required to provide detailed financial information and may be interviewed by the Bursar in relation to their application. The award of a bursary shall be for a maximum period of 12 months after which the level of bursary and the parents' current financial statement shall be reviewed. The award of a bursary is entirely at the discretion of the Governors.

In addition there is a dedicated bursary of 100% of fees for a pupil starting in September. Eligibility for the award is on the basis of the parents' financial circumstances and is offered to a girl on entry into Year 3 :

- whose parents have demonstrated an inability to afford a full fee-paying place
- who has attended a maintained school, and
- who may live in circumstances of economic or social deprivation.

All applications for the bursary will be means-tested and applicants will be required to submit evidence of their income, capital and other assets. All applicants (parents or guardians) will be interviewed and a home visit will be made. As a general guide, a full bursary will normally only be offered where the gross annual income of a household is less than £35,000.

Potential applicants should contact the Bursar by mid November preceding each academic year (01483-521716) to express interest and full written



Applications on the forms provided must be received by early December. Specific dates will be posted on the school website and in Press advertisements.

Scholarships

10. Scholarships are awarded for academic merit as well as for Music, Drama and Art at 7+ entry and above. These are awarded on the basis of performance in the entrance examination and at interview. Normally, two scholarships are awarded to pupils who are already at the School and two to external candidates. A scholarship will be subject to certain conditions which parents will be asked to agree to when accepting the offer of an award.

Entry Points

11. The usual entry points in the Preparatory School are at Nursery (2), Reception (under 5) and Prep Year 3 (under 8). Although pupils may be accepted at other points if places are available. Occasional places often become available throughout the year.

Admissions to the Preparatory School

12. Open days are held throughout each academic year. Prospective parents are encouraged to attend at least one of these with their daughter(s) and/or son(s) prior to applying for admission in order to assess the suitability of the School for their daughter(s) and/or son(s). Parents who are interested in applying for a place in the Preparatory School for their daughter(s) and/or son(s) should either telephone or write to the School Registrar to arrange an interview with the Headmistress or a member of the Senior Leadership Team.
13. The School will write to the parents to either:
 - (a) inform them that a place is not currently available at the School, but that their child's name will be placed on the waiting list; or
 - (b) to arrange for their child(ren) to attend an observation day or morning at the School. The child(ren) will spend a day in the appropriate year group and may be asked to complete an assessment test. The application will be further considered when the parents have completed and returned an Admission Form and paid the registration fee to the School.
14. If the pupil has any specific learning difficulties parents must notify the School prior to the observation/assessment day and provide a copy of all reports prepared by an Educational Psychologist where available.
15. Parents will be notified in writing within two weeks of the observation/assessment day whether a place at the School is being offered or not. The School will not be obliged to state its reasons for not offering a place.
16. The preconditions for admission are that:



- The Applicant is of an appropriate age and sufficient maturity.
 - The Applicant enjoys satisfactory general health and will be able to attend lessons and participate fully in the life of the School.
 - The School is able to provide adequately for any learning difficulties and other special needs (if any) that the Applicant may have.
 - The present school reports satisfactory attitudes and conduct on the part of parents and Applicant (if applicable).
17. *Admissions Record*: a confidential form of Admissions Record will be completed for each Applicant.

Reviewed February 2011