



## **ADMISSIONS POLICY**

(including Annex A Nursery and EYFS and Annex B Reception to Year 8)

### **1. Ethos**

- 1.1 St. Hugh's School aims to provide a caring, family atmosphere allowing each child to develop their independence and individuality. St Hugh's equips your child for life.

### **2. General**

- 2.1 St Hugh's School is a co-educational independent school for pupils from ages 2 to 13. The School has 171 pupils. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit St Hugh's. We usually hold a number of open events, which give a general introduction to the School. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact the School's Head of Admissions, Mrs Sam Peterson by phone (01526 352169) or email [office@st-hughs.lincs.sch.uk](mailto:office@st-hughs.lincs.sch.uk) to arrange a visit. If it is not possible to hold open events or arrange school visits because of circumstances beyond the School's control, then the School will publish the alternative arrangements in place on the school website.

### **3. Educational Aims**

- a. To offer a broad, stimulating curriculum that helps each and every child to develop and to fulfil their potential, both within and beyond the classroom.
- b. To provide a happy and stimulating environment in which every child feels safe, valued and cared for.
- c. To encourage the traditional values of courtesy, honesty and hard work, together with a sense of responsibility and consideration for others.
- d. To promote an inclusive environment based around Christian values through the experiences offered to each and every child.

- e. To prepare children successfully for transfer to a wide range of senior schools.

#### 4. Equal Treatment

- 4.1 St Hugh's aim is to encourage applications 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. A limited number of bursaries are offered in order to make it possible for as many as possible to attend the School. The School's provision for bursaries is available from the Headmaster.
- 4.2 St Hugh's is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background.

#### 5. Special Educational Needs

- 5.1 St Hugh's does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, provided we can offer them any support that they require and cater for any additional needs and that our site can accommodate them. We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.
- 5.2 Our policy is to apply our admission criteria to all potential pupils. We require parents of children with special educational needs or physical or mental disabilities to discuss their child's needs with the School before they sit the entrance exam so that we can make adequate provision for them. **Parents should provide with the Registration Form a copy of an educational psychologist's report or a medical report if they have one.** This is so that the School can assess their child's needs and consult with parents about the adjustments which can reasonably be made and so that the School can ensure, for example, that they will be able to access the education offered and that we are able to ensure their health and safety, and the health and safety of others.
- 5.3 The School will discuss thoroughly with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if they become a pupil at the School, 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.
- 5.4 There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's disability. For example, if, despite reasonable adjustments, we feel that a prospective pupil is not going to be able to access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, we reserve the right to decline a place at the School.

#### 6. Sibling Policy

6.1 Most siblings join us at St Hugh's. However, admission is not automatic and there may be occasions where the School judges that a sibling is likely to thrive better in a different academic environment.

## **7. Religious Beliefs**

7.1 Although St Hugh's has Christian roots, the School does not select for entry on the basis of religious belief. St Hugh's welcomes applications from prospective pupils of all faiths and of no faith.

7.2 However, parents should be aware that there are occasional commitments on a Saturday and that all pupils are expected to attend these, e.g Speech Day or Sports Day.

## **8. School's Terms & Conditions**

8.1 The School's Terms and Conditions will be made available to parents as part of the admissions process.

## **9. Complaints**

9.1 The School's Complaints Procedure is on the School's website and can be sent to prospective parents on request.

## **10. Records And Review**

10.1 Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice.

10.2 The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose. This will generally be no more than 6 months following an unsuccessful application, but reasons to retain for longer might include: e.g. if the parents express an interest in the candidate re-applying for any reason at a later date, or in the potential candidacy of another sibling; or to deal with any ongoing matters or queries arising from the application.

## **Annex A NURSERY ADMISSIONS**

### **Aim**

To ensure that transition into our EYFS Department is a positive experience for children and their parents from all sections of the community. Our admissions policy operates within an equal opportunities framework and is regularly reviewed.

### **Procedures**

The Nursery operates two three hour sessions each day, a morning session from 8.30 to 11.30 and an afternoon session from 12.30 to 3.30. Lunchtimes operate from 11.30 until 12.30. Children attending both a morning and afternoon session will be entitled to a place in lunch. Children attending only one session in a day can also apply to attend lunch and places will be offered to them on the same basis as sessions, see below. If necessary waiting lists will be maintained for lunch times as sessions, see below.

Each session is filled on a first come first served basis. Applications are only accepted by completion of the Session Application Form which will be deemed received and dated on the day on which a completed application form is received by School Office. Any applications delivered on a non-teaching school day (e.g. holidays or Sundays) are deemed received on the next teaching school day. Applications cannot be made more than 12 months before a child's start date. Any applications received before that will be deemed to be received on the first teaching day not more than 12 months before the child's start date.

Once a child has a place in a session the child does not need to reapply for that session and provided the child remains eligible to attend the Nursery they will be entitled to a place in that session. If a child wishes to attend a different or further session they will be subject to the usual application process for the sessions they do not already attend.

### **Objectives**

- a. To ensure that our setting is well known within the local community.
- b. To accommodate a tour of the facilities for parents and children, describing our setting and its practice, welcoming all sections of the community.
- c. To invite prospective pupils into our setting for a trial session at a time convenient with staff and parents.
- d. To encourage parents, with their child, to complete an 'All About Me' booklet to provide staff with relevant information concerning the child's likes and dislikes to facilitate settling in.
- e. To allow any child to start at the setting once they are two years of age, ensuring that no acts of discrimination occur and endeavouring to be flexible regarding attendance to accommodate the needs of all families. Children can start at the nursery at any point in the academic year.

- f. To manage offers of places at St Hugh's Nursery accordingly. The Head of Pre-Prep (or the Nursery Lead) will offer children a place at the nursery according to the criteria in the following order of priority.
  - i. Children in the care of a Local Authority (Looked after Children)
  - ii. Children who have an elder sibling currently attending St Hugh's Preparatory School in the September of the year of their admission.
  - iii. Children who will attend or will have an older sibling attending St Hugh's Preparatory School in the September following their admission.
  - iv. Children with a particularly compelling educational and/or social or medical need as referred by a professional (e.g. social worker, speech therapist, health visitor, doctor etc.), where St Hugh's Nursery is seen as being of particular benefit to the child.
  - v. Children whose parents wish them to attend St Hugh's Nursery.
- g. To organise a waiting list as needed. In the event of a session being full a child can, at the request of the child's parent/carers be placed on a waiting list for that session. A child can be placed on a waiting list immediately after an application is deemed to have been received. The order on a waiting list will be maintained on the same criteria as admissions, above. Each session will have a separate waiting list. A child will be added to the list using the above criteria and order of priority meaning others may move down the list. The deemed date of receipt of an application will be used only for ordering children within the criteria above. When a place becomes available it will be offered to the child at the top of the waiting list. If the child is not able to fill the place within two weeks of it becoming available, or at the start of the next term or half term if there are less than two weeks left when the place becomes available, it will be offered to the next child on the list.
- h. To manage multiple applications. In the event of more than one application being received on the same day for a session that is not full but with insufficient spaces for all those applying on that day places will be allocated using the same criteria in the same order of priority as a waiting list, including if necessary random allocation.
- i. To ensure that our equal opportunities policy, admissions policy, SEN policy and our complaints procedure are made readily available in written form to all.
- j. To ensure that registration, consent and medical forms are in place before a child starts at our setting.
- k. To provide after school care for children aged 2 to 7 years old. Parents will be asked to book places in advance. Places in after school care are also offered on the same basis as places in sessions.

## Payment

No registration fee is charged (which may be seen as a barrier to accessing provision) for those children in receipt of EYEE. However all other payment arrangements must be followed, please see details below.

### Notice

Notice to leave the Nursery School should be served in writing to the Headmaster before the end of the first day of the relevant half-term. **Failure to do so will result in a half-term's fees being required in lieu of notice.**

## Annex B RECEPTION TO YEAR EIGHT ADMISSIONS

St Hugh's School is fully committed to ensuring that the application of this Admissions Policy is non-discriminatory in line with the UK Equality Act (2010). We operate a non-discriminatory, non-selective policy on admissions and we are not prejudiced by sex, religion, race or colour.

St Hugh's School is committed to ensuring that the admissions register is maintained in accordance with Education (Pupil Registration) (England) Regulation 2006.

St Hugh's School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

Children can enter the main school from the September after their fourth birthday and at any time up to the age of thirteen where places permit. There is no fixed admission date. For entry into the Nursery, please see Nursery Admissions.

A pupil may be registered at any time after birth. St Hugh's allocates provisional places in the Prep School on receipt of the completed registration card and a £50 non-returnable deposit. Places are confirmed on receipt of the signed Terms & Conditions and a £350 returnable deposit.

Deciding on the right school for your child is very important and we believe that a personal visit is invaluable. Open Days (see website) give a general introduction but the Headmaster is very happy to welcome prospective parents and their children at other times by prior arrangement.

We encourage prospective pupils to spend a day in School prior to admission so they have the opportunity to experience the School and for staff to make formal and informal assessments. Pupils are not required to sit entrance tests.

Admission to the School depends upon a prospective pupil meeting the criteria required to maintain, or improve, the educational and general standards for all its pupils commensurate with the ethos to which the School aspires. The School must also feel reasonably sure that it will be able to educate and develop the prospective pupil to the best of his or her potential and in line with the general standards achieved by the pupil's peers. It is our intention that all St Hugh's pupils will have a complete, happy and successful school career and emerge confident, well-educated and well-rounded.

The School needs to be informed of any known disability or special educational need which may affect a child's ability to take advantage of the education provided at the School. The Headmaster and the SENCO (Special Needs Co-ordinator) will talk to the children and their parents and where possible see previous school and medical reports and statements. Any concerns about the needs of the pupil and our suitability to meet them will be discussed openly before admission is decided upon. The School will do all that is reasonable to comply with its legal and moral responsibilities in order to accommodate all applicants.

We welcome overseas pupils as boarders provided that he/she has a relative or legal guardian living in the UK. As part of the admissions process the Educational Guardianship Form must be signed by both parents

and the UK guardian. The guardian will be required to provide accommodation each weekend, as well as for the half term, supervise travel arrangements and sanction overnight stays and medical emergencies.

We offer means tested awards at the usual points of entry in cases where the parents have indicated that they require financial support. Both parents are required to provide proof of their income and assets. The level of support varies according to need and Bursaries are offered for 12 months at a time. Levels of support may vary with fluctuations in income and the family is required to provide fresh information on an annual basis. Details are available from the school office (Bursary Policy).

At St Hugh’s, we’re very proud of our Scholarship scheme. We offer scholarships to pupils joining Year 7, which will be available for the duration of the child’s time at St. Hugh’s i.e. for Year 7 and for Year 8. The scholarships are awarded on the basis of outstanding ability in academia, creative or performing arts (art, design, drama or music), or sport.

The school reserves the right to decline to offer a pupil a place if, in the opinion of the Headmaster, they are unlikely to benefit from an education at St. Hugh’s or contribute positively to the school community. When classes have reached their optimum number names will be added to the waiting list. Places will be allocated to siblings of children already at the school and then on a ‘first come first served’ basis. If parents wish to appeal against a decision to refuse entry they may do so by contacting the Governing body.

**Fee Payment**

Fee payment is required termly in advance.

We encourage prompt payment but recognise that at times some parents/carers may experience financial difficulties. We will ensure that no child/children/families are penalised should this situation arise, and will endeavour to arrange a payment plan that is acceptable to both parties, enabling the child/children to continue to attend. All financial matters will be dealt with the utmost sensitivity and consideration and in confidence.

In the event of non-payment:

- a. The Headmaster will liaise with the parties concerned
- b. A payment plan will be agreed if necessary
- c. Where there is no resolution the child’s/children’s place may be withdrawn

**Notice**

Notice to leave the Prep School at the end of a term other than the Summer Term of Year 8 should be served in writing to the Headmaster before the end of the first day of the relevant term. **Failure to do so will result in a term’s fees being required in lieu of notice.**

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