



## **Admissions Policy**

### **ETHOS**

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

### **DEFINITIONS**

In this policy St Hugh's School means Reception and years 1 to 8. St Hugh's Nursery or the Nursery means provision for children from their second birthday until the end of the summer term preceding the September after a child's fourth birthday.

Sibling means a brother, sister, step-brother, step-sister, half-brother, half-sister or any other child being raised in the same household.

### **EDUCATIONAL AIMS**

- 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.
- To provide a happy and stimulating environment in which every child feels safe, valued and cared for.
- To encourage the traditional values of courtesy, honesty and hard work, together with a sense of responsibility and consideration for others.
- To promote an inclusive environment based on core British values and a Christian ethos.
- To prepare children successfully for transfer to a wide range of senior schools.

### **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 nonteaching school day (holidays and weekends) 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. A child is eligible to start on his or her second birthday.

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 will be entitled to a place in that session. If a child wishes to attend a different or further sessions they will be subject to the usual application process for the sessions they do not already attend.

### **Objectives**

- To ensure that our setting is well known within local community.
- To accommodate a tour of the facilities for parents and children, describing our setting and its practice, welcoming all sections of the community.
- To invite prospective pupils into our setting for a trial session at a time convenient with staff and parents.
- 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.
- 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.
- To ensure that our equal opportunities policy, admissions policy, SEN policy and our complaints procedure are made readily available in written form to all.
- To ensure that registration, consent and medical forms are in place before a child starts at our setting.
- To provide after school care for children aged 2 to 7 years old. Parents will be asked to book places in advance.

### **Nursery admission process**

- To manage offers of places at St Hugh's Nursery accordingly the Head of Pre-Prep will offer children a place at the nursery according to the following criteria in the following order of priority.
1. Children in the care of a Local Authority (Looked after Children)
  2. Children who have an elder sibling currently attending St Hugh's School.
  3. Children who will attend or will have an older sibling attending St Hugh's School in the September following their admission.
  4. Children who have a sibling who already attends or for whom an application has been made to attend any sessions in the Nursery

5. 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.
  6. Children whose parents wish them to attend the Nursery.
- **Waiting lists.** 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. A child may also move up a list if he or she fulfils a higher criteria whilst on the list, but will not be given the place of a child already attending or offered a place to attend a session. The deemed date of receipt of an application will be used only for ordering children within the same 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.
  - **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.

### **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**

Other than in the case of children leaving after a summer term to start a school in September a half term's notice to leave the Nursery School should be served in writing to the Head of Pre-Prep 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.

## **ST HUGH'S SCHOOL ADMISSIONS**

### **Aims**

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, but will be subject to the admission process below. St Hugh's allocates provisional places in the St Hugh's 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 £500 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 St Hugh's 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.

In addition to the criteria in the admission process below admission to St Hugh's 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. St Hugh's 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.

St Hugh's 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 child and his or her parents or carer 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. St Hugh's School will do all that is reasonable to comply with its legal and moral responsibilities in order to accommodate all applicants.

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). Applications are then assessed by an external company.

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.

### **St Hugh's School Admission Process**

St Hugh's School operates a maximum class size of 18 in reception to year 2 and of 20 in years 3 to 8. If all classes in a year are full a waiting list is compiled. Years may contain only one class.

Once a child has passed the September following his or her fourth birthday that child may join St Hugh's School in the appropriate year group at any time if places remain available, subject to receipt of a completed application, the signed terms and conditions, payment of the £500 returnable deposit, and payment of the fees for the balance of the term the child is joining in if joining during the course of a term. A place will not be held for more than the balance of the term of receipt of the application plus one full term in advance of the joining date, and only then subject to receipt of the signed Terms & Conditions and a £500 returnable deposit. If there is a waiting list the child may be added to it in the usual way upon receipt of a completed application.

## Entry into Reception

For entry into Reception, whilst a child can be registered at any time after birth, no places in Reception will be allocated until the first day of the Autumn term in the year preceding the child's entry date into Reception (The Cut Off Date). On the Cut Off Date all applications for the following September entry will be reviewed. In the event of there being more applicants than places the criteria below will be applied in the following order of priority:

1. Children in the care of a local Authority (Looked After Children)
2. Children who will have a sibling currently attending St Hugh's School who will still be attending at their admission.
3. Children who have for at least 12 months prior to a September admission into Reception attended a minimum of 4 sessions in Nursery each week.
4. Children who have a sibling who wishes to join St Hugh's School at the same time as or before them
5. Children who have a sibling wishing to join the Nursery at the same time as or before they join St Hugh's School, or who have had a sibling in St Hugh's School who left at the end of Year 6 or 8.
6. Children who have a parent or grandparent who attended St Hugh's School
7. Children with a particularly compelling education and/or social or medical need as referred by a professional (eg. Social worker, speech therapist, health visitor, doctor) where attending St Hugh's School is seen as being of particular benefit to the child.
8. Children whose parents wish them to attend.

In the event that applying the criteria above on the Cut Off Date results in oversubscription as a result of multiple children satisfying the same criteria those children fulfilling the first criteria in order of priority that results in oversubscription will be awarded places based on the date of receipt of their applications. In the event of multiple applications received on the same day random allocation will be used if necessary.

Any child not allocated a place on the Cut Off Date will be offered a place on a waiting list.

A child offered a place is offered that place subject to receipt of the signed Terms & Conditions and a £500 returnable deposit within 4 weeks of the place being offered. If they are not received the place may be withdrawn and offered to a child on a waiting list.

For the avoidance of doubt only places in Reception will be allocated on the Cut Off Date. A child wishing to join in any other year in St Hugh's School will only be offered a place subject to one being available at the point he or she wishes to join.

## Waiting Lists

A waiting list will be maintained for each year that is full. In the case of Reception the waiting list will commence on the Cut Off Date if the next year's Reception intake is oversubscribed on that date.

A child applying to join a full year, which includes the following September's Reception in the case of applications received after the Cut Off Date, will be placed on a waiting list upon receipt of a completed application. They will not be offered the place of a child already attending the School, or who has been given a place to start in the future even if they satisfy a higher criteria than a child or children already attending or already given a place to start later.

A child joining a waiting list will be allocated his or her place by applying the criteria above in the usual order of priority. This means a child will move down a waiting list if a child in a higher criteria joins it. This can happen more than once. Children satisfying the same criteria will be put on the list in order of receipt of their application. In the event of more than one application being received on

the same day from children satisfying the same criteria random allocation will be used. A child meeting a higher criteria whilst on the waiting list will move up the list but will not be given the place of a child already attending the school, or of a child already offered a place to attend.

In the event a place becomes free the child at the top of the relevant waiting list will be offered the place. Other than in the case of a child offered a place in Reception between the Cut Off Date and the following September when a child will be expected to start at the start of the next Autumn term a child on a waiting list offered a place is expected to take up the place on the earlier of the start of the next term after the place becomes available and is communicated to the parent or carer, or the date the place is to become free if later. If the place becomes available during the summer, Christmas or Easter holidays the child will not be expected to join until a full term has passed. In all cases the signed Terms and Conditions and payment of the £500 returnable deposit and payment of the first terms fees (other than places in Reception offered between the Cut Off Date and the following September when payment of the first terms fees will be due on the first day of the Autumn term) is due within 3 weeks of being offered the place. If payment is not received in that time frame the place may be withdrawn and offered to the next child on the list. A child not taking up a place may be moved to the bottom of the waiting list.

#### Receipt of application

For admission to St Hugh's School this means receipt of the completed registration card and payment of the £50 non-refundable registration fee/deposit. Applications received on a non-teaching day are deemed received on the next teaching day.

#### **Fee Payment:**

Other than in the case of a child offered a place from a waiting list payment is required termly in advance.

In the event of non-payment:

- The Headmaster will liaise with the parties concerned
- A payment plan will be agreed if appropriate
- Where there is no resolution the child's/children's place will be withdrawn at half term.

#### **Notice:**

Notice to leave the St Hugh's 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 last term the child will be attending. Failure to do so will result in an additional term's fees being required in lieu of notice.

Staff Responsible	Governors/Headmaster/Head EYFS
Last reviewed	Autumn Term 2018
Date of next review	Summer Term 2019

Reviewed by Full Governing Body – 12<sup>th</sup> November 2018