

# Hill House International Junior School



## Admissions Policy

## **1 Introduction**

- 1.1 Hill House International Junior School is an independent day school for children aged between 4 and 13 years.
- 1.2 Children can enter Hill House at any age between 4 and 11 if places are available.

## **2 Equality, diversity and disability**

- 2.1 All candidates for admission will be treated equally, irrespective of their, or their parents' race, sexual orientation, religion or belief, pregnancy or maternity, gender reassignment or any disability. Candidates will also be treated equally in respect of their parents' age, gender or marital or civil partnership status.
- 2.2 The School is inclusive and welcomes applicants with disabilities and special educational needs. The School currently has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 and Special Educational Needs and Disability Act 2001 in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.
- 2.3 Parents of a child who has any disability or special educational needs should provide the School with full details on registration. The School needs to be aware of any particular requirements which may affect a child's ability to participate in the admissions procedure and take full advantage of the education provided at the School.
- 2.4 The School shall determine the reasonable adjustments that are required for the applicant based on the information provided, in accordance with the School's obligations under equality legislation. The School will consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the child and that the School can cater adequately for the child should an offer of a place be made.

## **3 Procedures**

- 3.1 These procedures apply at the main point of entry at age 4 and also to applicants for vacancies in any other year group.
- 3.2 Parents are invited to visit Hans Place on Monday, Tuesday, Thursday or Friday during term time, at 8.30am only, for a tour of the School. There is no need for an appointment. After the tour, parents may complete the simple entry application form and pay a non-refundable registration fee.
- 3.3 All entry application forms must be completed by the parents in person at Hans Place. The School will not send or receive forms by post or accept forms signed by third parties. If this is not possible for any reason, parents should contact the Director of Admissions to discuss the matter further.
- 3.4 There is no formal entry examination for entry at any stage. An Informal assessment will be made for any applicant seeking admission to years 1 and above.
- 3.5 Very occasionally, we may offer places to children one year ahead or behind their standard year group, if we consider, as a matter of professional judgement, that this would be in the best interests of the child and the School.

3.6 Where a place is offered, parents must formally accept the offer by completing the Registration document and paying the Entrance Fee.

#### 4 **Admissions criteria**

4.1 The admissions criteria are:

4.1.1 where applicable, a positive confidential reference from the applicant's present school; and

4.1.2 commitment to the School's ethos as described in the School's aims.

4.2 Places will be offered in the order of the date of application.

#### 5 **Records**

5.1 A confidential admissions record will be kept for each applicant in accordance with the school data protection policy.

Authorised by	Resolution of the Proprietors
<b>Signed on behalf of the Proprietors</b>	William Townend .....
<b>Date</b>	<b>13 September 2018</b>

<b>Effective date of the policy</b>	<b>13 September 2018</b>
<b>Review date of the policy</b>	<b>13 September 2019</b>