

# HILL HOUSE

INTERNATIONAL JUNIOR SCHOOL



## ADMISSIONS POLICY

## 1 Introduction

- 1.1 Hill House International Junior School (the **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 Declaration

- 2.1 Both parents in applying for their child's admission to Hill House, agree to abide by the standard terms and conditions of the School (which may undergo reasonable changes from time to time as circumstances require) and that the School may obtain, process and hold personal information about their child for the purpose of assessment and the welfare of the pupil whilst at Hill House. Full details of how we handle data can be found in our General Privacy Notice.

## 3 Equality, diversity and disability

- 3.1 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.
- 3.2 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.
- 3.3 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.
- 3.4 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.

## 4 Procedures

- 4.1 These procedures apply at the main point of entry at age 4 and also to applicants for vacancies in any other year group.
- 4.2 It is possible for parents to register their interest in admission to Hill House by completing the online Pre-Registration Form. We recommend that this is completed before visiting the school.
- 4.3 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. If parents have not pre-registered their child, they will be asked to complete the simple application form.
- 4.4 All entry application forms must be completed by the parents in person at Hans Place or by using the pre-registration form which is available on the school website. The School will not send or receive forms by post or accept forms completed or signed by third parties. If this is not possible for any reason, parents should contact the Registrar to discuss the matter further.
- 4.5 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.
- 4.6 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.
- 4.7 Subject to a place being available, parents will be written to after their visit offering a conditional place. To accept this offer, a non-refundable Registration Fee of £100 per child is payable.
- 4.8 For children entering in Small School (Reception-Aged 4) we ask parents to commit to Hill House by sending the Entrance Fee of £1500 two terms before entry. When this is received, the child's place at Hill House is guaranteed and thus no refund will be made in case of non-appearance. £1000 will be deducted from the first term's full fee.
- 4.9 For children entering in Lower School (Year 1) or above, a confirmed place will be offered subject to a successful assessment. We will then ask parents to commit to Hill House by sending the Entrance Fee of £1500. When this is received, the child's place at Hill House is guaranteed and thus no refund will be made in case of non-appearance. £1000 will be deducted from the first term's full fee.

**5 Admissions criteria**

5.1 The admissions criteria are:

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

5.1.2 where applicable, a satisfactory performance in any assessment set by the School; and

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

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

**6 Records**

6.1 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>12 February 2021</b>

<b>Effective date of the policy</b>	<b>12 February 2021</b>
<b>Review date of the policy</b>	<b>11 February 2022</b>