



HAMPTON COURT HOUSE
Independent Co-Educational School

Admissions Policy
2011 – 2012

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The School, Aims and Ethos

Hampton Court House is a co-educational school for 3 to 16 year olds. In order to achieve the general objectives set out in the main prospectus, the School has five clear aims:

- To provide a sound liberal academic education
- To provide a balanced and wide-ranging extra-curricular programme
- To provide a warm family ethos in which every pupil is known and valued
- To provide a clear moral framework accessible to all pupils
- To provide a high level of individual attention and pastoral care

The overall ethos of the School is centred on providing a friendly, family-oriented, nurturing and supportive environment in which all pupils are known as individuals and all are equally valued and supported regardless of race, religion, gender or disability.

Admissions

Admissions Criteria

HCH prepares its pupils for 11+, 13+ and GCSE. The principal criterion is therefore academic and based on the School's assessment as to whether a prospective candidate is suitable for the academic programme. The School will not accept pupils for whom success at GCSE would be an unrealistic expectation. In practice, at 11+ and 13+ the minimum requirement is an average mark of over 55% in the entry tests.

The family nature of the School is underlined by the fact that brothers and sisters are usually offered a place as long as they meet the minimum academic entry requirements. In addition, parental commitment to the School and its ethos is an important factor when offers of places are made. Pupils with special educational needs or disabilities are admitted to the School according to the same criteria as other pupils. This is provided that their admission is compatible with the provision of an efficient education for the children with whom they will be educated and with an efficient use of resources.

Open Days

Autumn Term 2011

- Tuesday, 11th October 6 pm
- Saturday, 12th November 10 am

Spring Term 2012

- Tuesday, 31st January 6 pm
- Saturday, 10th March 10 am

Summer Term 2012

- Saturday, 12th May 10 am
- Wednesday, 13th June 6 pm

Alternatively, private tours can be arranged with Sarah Carroll, the Registrar.

Registration

Before a child can be considered for a place at Hampton Court House the attached registration form must be completed and returned to the Registrar together with a non-refundable fee of £100 (£250 for overseas students) and a passport size photograph of the child.

Admissions Procedure

Once a child has been registered he/she will be considered for entry to Hampton Court House via the following procedure:

- An interview with the Head of Upper or Lower School
- A suitable reference from the candidate's current school.
- A satisfactory performance in the entry examination (see below)

Nursery, Reception, Yr 1 – Yr 4

Once the registration form and fee have been received the registrar will arrange a date and time for the pupil to attend a morning trial visit. During their visit the child will be observed by the teaching staff for both academic and social behaviour. Once the Head of Lower School is happy on both accounts, a request for a confidential reference from their current school (if applicable) will be requested. On receipt of a satisfactory report, the Registrar will forward an offer letter enclosing the Entrance Form and Terms and Conditions. On receipt of the completed Entrance Form and signed Terms and Conditions together with the deposit of £900, a letter will be forwarded to confirm their child's place at the school.

Yr 5 – Yr 6

For candidates seeking entry in years 5 and 6 there is an internal Hampton Court House examination in English, Mathematics, plus an extended interview with the Head of Upper School.

11+ Entry

An examination for entry in September 2012 is normally arranged individually in January 2012. We will, though, also enable pupils to sit the papers at other times. Please contact the Registrar. The exam will consist of papers in English and Mathematics

- English: this paper is in two parts - comprehension and composition.
- Mathematics: this is based on National Curriculum level 4.

13+ Entry

A limited number of pupils are accepted for entry at 13+. Candidates who are at preparatory schools sit the Common Entrance examination. For other candidates there is an internal Hampton Court House examination in English, Mathematics, plus an extended interview with the Head of Upper School.

Entry at other points in the School

Pupils may enter Hampton Court House at other points. This usually only takes place when a vacancy arises as a result of a pupil leaving the School. The entry procedure is, in principle, the same as for entry at the stages described above.

Bursaries

A limited number of means tested bursaries are available from Yr 4 upwards; however we are currently prioritising our existing students, whose parents' financial situation may have changed. A Confidential Statement of Financial Circumstances Form is available from the Registrar upon request. All applications for bursaries are considered by the Senior Management Team and School Governors. Their decisions are based on the principle of need.

The Curriculum

Nursery, Reception, Yr 1 – Yr 4

The Early Years Unit offers a wide curriculum. The children learn French by total immersion i.e. maths, humanities, drama, ICT etc. are often taught in French. They begin to read and write at the age of three and are taught by specialists in music, sport, and swimming. Hampton Court House has a thriving lower school department where pupils' understanding of the world is enhanced by working with teachers from different cultures.

Years 5 to 9

In the early years the curriculum is broadly based with an emphasis on introducing pupils to as wide a range of subjects as possible, as well as on helping them acquire a sound foundation of the basic skills that they will need to make effective progress as they move up through the School. All pupils study the following subjects: English, Mathematics, French, Spanish, Latin, Biology, Chemistry, Physics, History, Geography, Art, Drama, Music, ICT and Computing, Physical Education, History of Music and Perspectives. Perspectives is our own course covering Ethics, Religious Education and cultural diversity.

Years 10 and 11 (GCSE)

In the Summer of Year 9 pupils select their GCSE options for Years 10 and 11. There is a compulsory core of English Language and Literature, Mathematics, a modern foreign language (French or Spanish), Dual Award Science or the three separate sciences. In addition, pupils choose a further four optional subjects from amongst the following: a second modern foreign language, Latin, History, Geography, Psychology, Art or ICT.

Setting and Class Sizes

Class sizes are small. Most classes have fewer than 16 pupils. Setting by ability is introduced in Year 7 and pupils are placed into sets for Mathematics, Science and for Languages. In addition, setting is introduced for the Sciences. In Years 10 and 11 subjects are taught in groups with an average class size of 10-15 pupils, though this figure may vary depending on the popularity of the course.

Learning Support

All pupils joining are expected to be able to manage in a mainstream classroom setting. However, pupils with LS needs are assessed by our in-house learning support team. The school will also require an up-to-date Educational Psychologists report. In the overwhelming majority of cases the only support needed is staff awareness. In a few cases it may be necessary to provide some specialist teaching outside the standard programme, and in these cases an offer is made subject to parents' agreeing to Learning Support tuition. It is the task of the Head of Learning Support to arrange the testing and liaise with parents and staff in the creation of any programme. All staff are regularly trained in how to look after pupils who require Learning Support but the School does not provide any classroom assistants.

English as an Additional Language (EAL) and as a Foreign Language (EFL)

EAL and EFL support is available when required.

PSHE

PSHE is taught throughout the School. The programmes are delivered via five main methods: individual subject teachers within their subject areas when appropriate, a co-ordinated form teacher programme called Lifeskills, a comprehensive programme of outside speakers and visits and year group assemblies. In addition, the behaviour and attitudes of staff and senior pupils also provide positive examples.

Pastoral Care

Introduction

Providing effective pastoral care is central to the life and work of Hampton Court House. By a mixture of personal example, by the obvious care taken of the needs of each individual pupil and through the existence of a nurturing ethos in which respect and concern for every individual are paramount, the School aims create an environment in which pupils feel secure, their behaviour is respectful of others and discipline can be managed with a light touch.

Behaviour and Discipline

The key principles underlying the discipline system and its operation at Hampton Court House are as follows: to deal with an incident with the minimum of escalation, to maintain a sense of proportion, to be fair and consistent and to involve parents and get their support sooner rather than later. The School also firmly believes that the use of positive reinforcement, whenever possible, is more likely to result in a change for the better than endless criticism. This does not mean that bad behaviour is not confronted and that sanctions are not imposed but, that on their own, they are not enough. A copy of the School's Behaviour policy, including the sanctions used by the School can be found on the School website and is also available on request from the Registrar.

Anti-Bullying

The School does not tolerate bullying. It takes active steps to discourage bullying and acts quickly when any bullying is brought to its attention, whether by parents, pupils or staff. A copy of the School anti-bullying policy can be found on the School website and is available upon request from the Registrar.

Suspensions and Exclusions

Suspensions and Exclusions are rare and there are clear guidelines as to their use. The Head with the Senior Management team may agree to suspend pupils. In most cases this is usually only for a day or so. Only the Head may exclude pupils permanently and this is only after having consulted with the Governing Body. The policies covering suspension and exclusion are contained in the school's Behaviour Policy which is on the school website and is also available from the Registrar on request.

Child Protection

There is a member of staff who is the Designated Person responsible for matters relating to child protection and welfare at the school. Other members of staff are also all regularly trained in child protection. The School has comprehensive policy and this can be found on the School website and is available on request from the Registrar.

Educational Trips and Visits

The School runs a wide-ranging programme of educational visits and trips. Some of these trips are optional but many are a compulsory part of our curriculum. These range from day trips to museums and conferences to sports tours and overseas expeditions. There is a comprehensive policy for the organising and managing of these trips which is available on request from the Registrar.

Extra-Curricular Activities and Sport

Extra-curricular activities and sport play an important role in the life of each pupil and of the School as a whole. All students have sport as part of their timetabled lessons, in addition the School offers a range of sporting and extra-curricular clubs; it is the hope that every pupil should be involved in at least one of these each week. In practice most are involved in many more. Set out below is a list of the current activities on offer.

Clubs and Societies

- Chess
- Computing
- Debating
- Drama
- Duke of Edinburgh Award
- Football
- Gardening
- Headmaster's Tutorial (G&T)
- History of Art
- Judo
- Juggling
- Meditation
- Painting
- Scrapbooking
- Science and Engineering

Games and Sports

- Touch Rugby
- Netball
- Hockey
- Table Tennis
- Rounders
- Cricket
- Cross-country running
- Swimming (Nursery – Yr 4)
- Football
- Tennis

Communication

Communication with Parents

Pastoral care is central to the life and work of the School and good communication with parents is central to the effectiveness of that care. Most communication is informal and takes place on a regular basis between parents, subject teachers and form tutors. Members of the Senior Management Team are available to consult and appointments can be made at short notice.

Complaints

There is a comprehensive complaints policy. This is available on request from the Registrar and on the website. In most cases the concerns of parents are dealt with quickly and informally.

General Information

Friends of Hampton Court House

Friends of Hampton Court House have successfully organised a number of activities in which parents are cordially invited to take part.

School Day

The school day begins at 8.40 am with registration and finishes at 4.00 pm for the lower and upper school. Nursery – Yr 1 finishes at 3.15 pm. There is a lunch break of 55 minutes. Pupils are encouraged to have a cooked lunch, which is paid for termly in advance. The School has its own catering team who rightly pride themselves on the quality and variety of the food that they produce.

School Uniform

Whilst there is no formal school uniform students are required to come to school dressed appropriately. There are guidelines available from the schools secretary for clarification. There is a school sports kit.

Travel

Regular trains to and from Waterloo and the journey takes about 30 minutes. Hampton Court Station is a 10 minutes' walk from the school. There are regular bus services that pass near the school serving areas to the west such as Richmond, Kingston.

Hampton Court House School operates a minibus service to and from the school from central London. The routes are reviewed annually.

Examination Results

GCSE Results

Hampton Court House School had its first cohort of pupils taking GCSE in 2007. The entry to HCH is comprehensive. We are equally proud of the pupils who achieve A* and A grades as we are of pupils who have worked hard to achieve Bs and Cs. Pupils leaving HCH move on to a variety of schools and 6th form colleges including for example: Westminster School, City of London School, Kingston Grammar School, Surbiton High School, Hampton School, Wellington College, Esher College, Richmond College and the Brit School.

GCSE Results	GCSE Year Group Size	% A*, A & B	% A*, A, B & C
2011	19	58%	78%
2010	19	47%	76%
2009	17	37%	61%
2008	10	28%	77%
2007	8	43%	67%