

Hampton Court House

Applies to:

- The whole school and all activities provided by the school, including those outside of normal school hours.
- All staff (teaching and support), the Governors and volunteers working in the school.

In our School, the term 'staff', in the context of safeguarding, is inclusive of all staff and is also inclusive of students on placement, contractors, agency staff, volunteers and the Proprietor.

Availability

This policy is made available to prospective parents, parents, staff and pupils in the following ways: via the School website, within the Parent Policies Folder in the reception area, and on request from the school office.

Monitoring and Review

This policy is subject to continuous monitoring, refinement and audit by the Principal. The Principal undertakes a formal annual review of this policy.

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1. The School

1.1. Hampton Court House School is an independent, mixed, academically selective, all-through school for children aged 2 to 18. To achieve the general objectives set out in our prospectus and on the school website, the School will:

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

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

2. Introduction

2.1. We seek to admit pupils who:

- Are academically able and well suited to the pace and breadth of the curriculum;
- are able and willing to contribute to the life of the School;
- will take initiative and take responsibility for themselves;
- are likely to get on well with other pupils and with staff;
- will make the most of the range of activities and opportunities offered by Hampton Court House School; and
- are willing to cooperate with teachers and work hard.

2.2. Children will be offered a place if we are sure they can cope with the academic rigour and pace of the school curriculum, will make full use of the myriad of opportunities available, embrace our school ethos and culture, and contribute positively to our school community.

2.3. Religion, ethnicity, sexual orientation and gender identity have no bearing on how we select pupils, and we will comply with all legislation prohibiting discrimination. Disability or special educational need is no bar to admission, provided that we can make reasonable adjustments that enable us to deliver a Hampton Court House education and that enable the pupil to benefit fully from that education.

2.4. We are committed to widening access to as broad a range of pupils as may comply with the School's admissions requirements as set out later in this policy.

3. Information for Prospective Parents

3.1. A copy of the school's prospectus is available on the school website and from the school Admissions office upon request.

3.2. Open Mornings are held weekly on Wednesdays for prospective parents interested in applying for places in Year 3 and above, and fortnightly on Tuesdays for families interested in Early Years up to Year 2. The Admissions team lead these and parents of prospective pupils can see the school in operation. The Principal or Head of Early Years attends these to explain the school's ethos and answer any questions. These can all be booked directly via the school's Eventbrite page.

3.3. Private tours may also be arranged on request. To arrange a visit to the school, please contact our Admissions Department on admissions@hchnet.co.uk

3.4. Our aim during the admissions process is to get to know prospective families and ensure they have all the information needed to make an informed choice of school for their children.

4. Entry points, Priority & Requirements

4.1. The main points of entry into the school are:

- Pre-Nursery (2+)
- Nursery (3+)
- Reception (4+)
- Year 3 (7+)
- Year 7 (11+)
- Year 9 (13+)
- Year 12 (16+)

4.2. The school does not accept new pupils into GCSE or A Level exam years (Year 11 or Year 13). However, admission into other year groups may be possible depending on places being available.

4.3. Hampton Court House is a selective school. The first admissions criterion is therefore academic and based on the School's assessment processes for each age group.

4.4. The School prepares children leaving the school at the end of Year 13 to attend university, further education or the world of work at age 18. We do not prepare children to leave at any other point.

5. Enquiries & Applications

5.1. Initial enquiries can be made through the school website, or by contacting the Admissions Team on admissions@hchnet.co.uk

5.2. For all year groups, the online application form must be completed and submitted, alongside the payment of the £180 non-refundable application fee. Application forms can be found on our website at www.hamptoncourthouse.co.uk/admissions/applications

5.3. At least one recent school report (if applicable) should be submitted alongside the application form.

5.4. The application form must be accompanied by a copy of the child's passport and birth certificate. For applicants who do not hold a British passport, the Admissions team will also request evidence of their right to live and study in the UK, or confirmation that they will require visa sponsorship.

5.5. Parents are required to provide complete information about their child's medical, physical, behavioural or learning support needs and any access arrangements in place.

5.6. Once the application form has been submitted and the application fee of £180 received, the school will acknowledge receipt of the application and the child's name will be placed on a waiting list for the preferred year of entry.

6. Admissions Procedure - Pre-Prep, Prep and Senior School

6.1. Once the application form and fee have been received, the Admissions team will be in touch to arrange an assessment or trial session/day for the applicant. This typically consists of:

6.1.1. **Pre-Nursery to Reception:** a trial morning spent in school. During this visit, the Little Courtiers staff will observe how the child interacts with the space and the other children.

6.1.2. **Year 1 & Year 2:** a trial day spent in school. During their visit, the child will be observed and gently assessed by the staff to better understand the child's interests and potential, and evaluate the child's social behaviour.

6.1.3. **Years 3 - 10:** a Progress Test in English and Maths online assessments from GL Assessments. The assessment can be taken in school at HCH or online in their current school for overseas families.

6.2. Most applicants who achieve the minimum academic standard for entry will be invited for a short interview. Applicants at 11+ and 13+ may be invited to a group interview session led by Head of Senior and colleagues. Beyond this point, offers are made based on all-around potential corresponding to the criteria laid out in Section 2.1.

6.3. Assessments, trial days and interviews typically take place at the start of the Spring term for entry in September of the same year. However, we welcome applicants all year round. References will be requested from current schools.

7. Admissions Procedure - Sixth Form

7.1. Entry to the Sixth Form is based on academic achievement in GCSE examinations, a positive school reference and an assessment of the candidate's commitment and contribution to the broader life of the school assessed in an interview.

7.2. The minimum entry requirement is the achievement of seven GCSE passes at Grade 6 or above, including English Language and Mathematics, with the expectation of Grade 7 or above passes in any chosen A Level subject.

7.3. International students for whom English is an additional language and with no prior GCSE-level English Language qualification will be required to sit an English Language examination alongside their A Levels. If they need additional tuition to support this there may be an additional cost.

7.4. References from current schools will be sought and GCSE predicted grades requested. Students not taking GCSEs will be required to sit for a CAT4 assessment.

7.5. Once the application form and fee have been received, all candidates who are predicted to achieve the necessary GCSE grades will be invited to attend an interview with the Director of Sixth Form to assess suitability for entry. Interviews are typically held throughout the Autumn Term.

8. Offer & Acceptance

Offers

8.1. All offers are made at the Principal's discretion.

8.2. When making offers, the School prioritises candidates who are:

- Siblings of current pupils at Hampton Court House.

- Current pupils of any Dukes Education school or nursery, or have another affiliation with Dukes Education, for example, the child of a staff member.
- In possession of a talent that is valuable to the School, such as academic, sporting, musical or artistic ability.
- Looked After Children, consistent with The Education (Admission of Looked After Children) (England) Regulations 2006, subject to the School's admissions criteria.

8.3. All successful applicants will be sent a formal offer letter by email, accompanied by the School's Terms and Conditions and Privacy Policies.

8.4. Offers for year groups Pre-Nursery to Year 10 are generally unconditional, unless support with SEN or EAL issues are needed.

8.5. Offers for entry into the Sixth Form are conditional on the expected GCSE grades being achieved. Applicants will be asked to share the transcript of their GCSE results, when available, to confirm their place.

Accepting a place

8.6. To accept a place, parents must:

8.6.1. Complete the online Acceptance Form, which acknowledges that the parents have read, understood and agree to the Terms and Conditions and Privacy Policies.

8.6.2. Complete an online payment of the Acceptance Deposit.

8.7. Acceptance will only be considered confirmed once both the form and deposit have been received.

8.8. A secondary payment of one term's fees (at the new academic year fee cost) will be payable before the child's first day at the school. This applies to children joining the school in any year group.

8.9. Candidates who do not meet the criteria for entry will be informed via email.

Withdrawal

8.10. If for any reason the Parents wish to cancel their child's place at the school before entry, formal notice must be given to the school's Admissions team in writing as soon as possible, with at least a full term's notice.

8.11. The cancellation of a place that has been accepted can cause long-term loss to the School, especially if it occurs after other families have made their decisions about schooling for their children. As a result:

8.11.1. The deposit is not refundable if for any reason the Pupil does not join the School after a place has been accepted.

8.11.2. In addition, if **less than a full term's notice of cancellation has been given in writing**, the parents are liable to pay a full term's Fees in Lieu of Notice.

8.12. Further details regarding cancellation, withdrawal and notice can be found in the school's Terms & Conditions, which are supplied to all parents when an offer is made.

Waiting list

8.13. Once places for the following September have been filled, applicants who have met the School's requirements but have yet to receive an offer will be kept on the waiting list for the relevant year group and places will be offered to those children if they become available.

8.14. To retain our co-educational commitment, we aim to achieve an even spread of gender in a class.

9. Occasional Places

9.1. It may sometimes be possible to enter Hampton Court House in a year group other than the standard entry points. This usually happens 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.

9.2. Assessments, trial days and interviews can be organised on an ad-hoc basis for those seeking an occasional place for mid-year entry.

10. Special Educational Needs & Disabilities

10.1. Parents of any child entering the school in any year group must notify the school of any physical or educational impairment which may affect a child's progress at school **at the point of application**, so that these may be discussed with the Principal and SENDCo with full candour and, where necessary, appropriate and reasonable adjustments put into place.

10.2. Hampton Court House is an academically selective school. The school will only consider admitting a pupil if their special educational needs can be met with reasonable adjustments that the school can provide, and they have the ability and aptitude to thrive in the academic environment at HCH. This is dependent on a successful performance in the entrance assessments and their admission is compatible with the provision of education for the children with whom they will be educated.

10.3. The school's facilities for children with physical disabilities are limited due to the limitations of the school site. However, the school will do all it can to ensure reasonable adjustments are made so that pupils with disabilities have full access to the curriculum, procedures and policies.

10.4. Parents are invited to discuss their individual requirements with the SENDCo during the admissions process to ascertain if the school can meet the individual needs of their child.

10.5. Disclosures and requests (with supporting documents) for exam concessions such as extra time must be submitted to the school along with the Application Form. The written evidence must be dated no earlier than two years before the assessment date. The school may also seek confirmation from the current school of the provision and practices in place to support the pupil's normal way of working.

10.6. For full details regarding the school's policy and procedures for pupils with SEND, please see the SEND Policy, which is available on the school website.

10.7. Applications where full disclosure of any SEN, medical or disability was not made, could result in the withdrawal of a place or in additional support being necessary which parents may be required to pay for.

11. Pupils requiring English as an Additional Language

11.1. Parents of children for whom English is not their primary language (EAL) should notify the School at the application stage so suitable adjustments may be made during the assessment process.

11.2. The School does not regard pupils as having a 'learning difficulty' solely because the language or medium of communication at home is different from the language in which he or she is or will be taught. Pupils for whom English is an additional language (EAL) will be provided with appropriate support providing that they fully meet the Hampton Court House entrance criteria. They will be assessed to gauge the support that may be needed to ensure equal access to the curriculum along with all other aspects of life at Hampton Court House.

11.3. Specialist one-to-one EAL support is available when required at an additional cost. To ensure students can confidently access the curriculum, EAL lessons may be required by the school as a condition of offering a place.

11.4. For full details regarding the school's policy and procedures for pupils requiring English as an Additional Language (EAL), please see the SEND Policy, which is available on the school website.

12. Student Sponsorship

12.1 Hampton Court House School holds a licence to sponsor Child Student Visas (formerly Tier 4 visa). If a child requires the School to sponsor a visa to study at the School, the following is required;

- Full offer acceptance (signed Acceptance Form, £1,800 deposit and copy of child's passport/birth certificate)
- Payment of a term's fees in advance. Up to date Fees for Sponsored Students can be found here.
- Payment of the £1000 CAS Administration Fee.

12.2 Sponsored students and their dependent parent are required to adhere to all responsibilities as outlined in the 'Sponsored Student Responsibilities' document that is emailed along with the offer letter and termly once the child joins the school.

12.3 Sponsored students must meet our EAL requirements, if additional EAL support is required this may be charged for.

12.4 It is expected that sponsored students complete their course as specified in their Course End Date on their CAS Form.

12.5 If a pupil, for any reason, is unable to arrive and start their course on-time, the School must undertake an Academic and Pastoral Review to determine if the student is still able to access, progress and complete the course.

12.6 An Academic and Pastoral Review will take place if a pupil does not arrive and start within 3 weeks of the published course start date. A review may take place earlier if the School feels it appropriate. Following the review, the School will decide whether:

- The pupil can access, progress and complete the course and the offer remains in place pending any subsequent reviews.
- The pupil with additional support, can access, progress, and complete the course. Details of that support will be provided.

- The pupil will not be able to access, progress or complete the course and the offer will be revoked.

13. On & Off Rolling

13.1. The school is committed to its statutory obligations to the Local Authority with regard to the pupil roll.

13.2. All pupils will be included in the admissions register from the beginning of the first day on which the school has agreed or has been notified that the pupil will attend the school. For most pupils, the expected first day of attendance is the first day of the school year.

13.3. The school will report to the local authority all joiners and leavers at non-transition times, ie, when a compulsory school-aged child leaves a school before completing the school's final year or joins a school after the beginning of the school's first year. The school will do so by using the reporting template provided by the local authority. This will be done on a rolling basis within **5 working days** of the change occurring.

13.4. The template will include, full name, age, date of birth, gender, full home address, contact details, full address of the previous school and/or full address of the future destination, date of the first day of attendance as notified by a parent, and the date confirmed by the destination school to our school through telephone, email or scholarship notification. Contact details of future school staff members confirming the child's attendance will also be ascertained.

13.5. Schools are also under a duty to provide information to the Local Authority for standard transitions if requested.

13.6. Schools are also obliged to notify the local authority when a child or pupil fails to attend school regularly or is absent without leave **for more than 10 school days (continuous).**

13.7. From September 2016, a school's right to delete a pupil for non-return within 10 school days, after an authorised leave of 10 school days or more or after 20 school days of unauthorised absence (in both cases, in the absence of illness or other unavoidable cause), does not arise until the school and local authority have j**ointly made reasonable enquiries** (described in the guidance) as to the pupil's whereabouts and failed.

13.8. As an independent school, the School's right to remove a pupil is also subject to the **Terms & Conditions.**