



Policy	Admissions Policy
Aims	<ul style="list-style-type: none"> - to set out the admissions procedures - to ensure admissions are handled correctly and all registration information is correctly held in the school - to assist administration staff to comply with regulations - to ensure that entry to the school is rigorous in procedure and with the long-term success of the school in mind
Organisation	<p>Initial Enquiry A registration form is completed for each child. This will be acknowledged on receipt and the child's name entered on a provisional list for the appropriate year group and class.</p> <p>Nursery and Reception</p> <p>Places will be offered on receipt of the registration form as soon as they are available. Each child will be invited to visit the school for a pre-entry screening visit approximately before entry. This will also give the parents an opportunity to discuss development issues with the Nursery and Reception staff.</p> <p>Year 1 or Year 2</p> <p>Children will be invited to visit the school for a taster day on receipt of the registration form. Subject to teacher assessments made during the visit places will then be offered.</p> <p>Year 3 – 6</p> <p>Children will be invited to visit the school for a taster day to include entry assessment on receipt of the registration form. This will be a straightforward process looking at a child's potential rather than particular exam skills. The work assessed will be in Mathematics and English where standardised scores will be ascertained. Parents will be asked to bring a copy of their child's most recent school report.</p> <p>Wherever appropriate the child's present school will be asked to send the latest report on their work and progress.</p> <p>Year 6 Transfer</p> <p>Most pupils at HCS JS will normally transfer automatically to HCS senior school after Year 6, at age 11. This provides a smooth continuity of education, which is valued by parents and pupils alike. Academic Scholarships are available, together with scholarship awards for sport, art, music and drama.</p> <p>Good links with other local state maintained and independent schools exist for parents considering other destinations for their children.</p>

	<p>Years 7-13</p> <p>Pupils in Year 7 and Year 9 will normally be invited for a taster day at the Senior School with others who are joining those year groups. Year 7 from HCSJS will have several taster days/activities and will be looked after by Year 7 mentors.</p> <p>Pupils in Year 7 and 9 or other year groups visiting on their own will be paired with another pupil for the day.</p> <p>Prospective pupils will be asked to attend the January assessment days and an interview or will take part in various assessments on their taster day.</p>
<p>Roles and Responsibilities</p>	<p>The Principal, Vice Principal or Head of Junior School</p> <ul style="list-style-type: none"> - holds initial meetings and tours with prospective parents whenever possible - passes information to the Registrar and Principal's/Head's PA as appropriate - makes offers of places on receipt of suitable pupil information and/or judgments on information from taster days/assessment days <p>Registrar</p> <ul style="list-style-type: none"> - collates all registration forms and information - sends out offers of places on instruction from the Principal/Head - deals with parent enquiries during the offer period and relays information to the Principal/Head - confirms acceptance of places with the Principal/Head and allocates to forms and year groups on the database in consultation with the Head - contacts parents and/or present school to obtain most recent reports - passes information on notice given by parents to Head Office (UCST) - liaises with Head Office on any fees in lieu - liaises with Principal/Head's PA on entries into school - updates form lists on database <p>Principal/ Head's PA</p> <ul style="list-style-type: none"> - makes appointments to see Principal/Head on initial enquiries - sends out prospectus packs from SS/JS office - passes registration forms to Registrar - contacts parents to invite in for assessment/taster days - - arranges assessments/taster days with Heads of Year SS/Deputy Heads JS, teaching staff and SENCo if appropriate - liaises with Registrar during registration/offer period - passes acceptance forms to Registrar - liaises with future Tutor/Form Teacher once acceptance form is received and Registrar confirms starting date <p>Teachers</p> <ul style="list-style-type: none"> - undertake assessments during taster days as requested/directed and pass information to the Principal/Head as soon as possible
<p>Review Date</p>	<p>July 2007</p>