

## ADMISSIONS

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### POLICY STATEMENT

Hampshire Collegiate School is committed to ensuring that the admissions register is maintained in accordance with Education (Pupil Registration) (England) Regulation 2006. The school is also fully committed to ensuring that the admissions policy is non-discriminatory in line with the UK Equality Act (2010).

From the beginning of the first day on which the school has agreed or been informed that the pupil will attend the school, an entry will be made in the school's admissions register in line with the Education (Pupil Registration) (England) Regulations 2006.

The school feels confident that it will be able to meet the needs, including any special educational needs or the needs of a gifted or talented pupil in line with his/her potential. We seek "the best in everyone" and to this end the pupil and parents need to support the aims, ethos and expectations to which the school aspires.

The school aims to focus on each individual pupil and their individual needs and entry to the school is by selection, based upon academic potential and the likely contribution through good behaviour, engagement in lessons and participation in the extra curricular life of the school.

The school will take reasonable steps to avoid putting disabled pupils at a substantial disadvantage in matters of admission and every effort is made to cater for their needs as far as is reasonable under the legal and moral responsibilities as set out in the *Special Educational Needs and Disability Act*.

In line with our equal opportunities statement the school welcomes pupils of all faiths and none and without regard to gender, nationality or colour.

Where demand for places exceeds supply places will be allocated by taking into account exam/test results, reports from the previous school, siblings and connections with the school.

## PROCEDURES FOR ADMISSION

1. Parents will normally have spoken to the **school registrar Jo Baird – phone 01794 512206**. Prospectus containing the registration form will be sent, or can be downloaded from the website.
2. Parents will normally visit the school before registering, although this may not always be possible, especially if the family lives outside the UK.
3. Parents need to register their child/children using the Registration Form from the prospectus form or available on the website. Parents may wish to contact Jo Baird the school registrar.
4. In the case of an applicant with specific learning difficulties, any reports from Learning Support teachers or professional reports from e.g. an educational psychologist, should be discussed and submitted before a pupil attends a taster day. The overriding criterion for offering a place will be the pupil's ability to access the curriculum and level of support normally offered.
5. The Principal or Head of the Prep School reserve the right to offer a place based upon a fixed term probationary period.
6. Pupils wishing to enter the school will be invited for a taster day.
7. Pupils entering school in Early Years will not be formally tested. Pupils wishing to enter in Year 1 and Year 2 will be expected to be performing at a level commensurate with their peers and their working level will be assessed during a taster day at HCS but without formal testing. From Year 3 -6 pupils will be assessed by teacher assessment and some formal testing and will need to working at or near the level of the pupils in the Year Group. In the Senior School there are formal entrance examinations which include English, maths and non-verbal reasoning. In the Senior School pupils may be considered for academic scholarship awards based on the results of tests or if the pupil has a particular gift or talent.
8. If a pupil falls short of the academic standards required, a place may still be offered at the discretion of the Principal or Head of the Prep School, if there is confidence that the pupil has the potential to benefit from what the school can offer. This decision may be based on an agreement for a pupil to have additional help, on the recommendation/report from the previous school, or on the basis of further testing.
9. Priority for places in the Senior School will be given to pupils from HCS Prep School subject to the acceptance conditions already described.
10. All applications for places at HCS are treated with sensitivity, positively and in confidence.
11. In all cases entry to school is dependent upon a satisfactory reference from the pupil's previous school.
12. From the beginning of the first day on which the school has agreed or been informed that the pupil will attend the school, an entry will be made in the school's admissions register in line with the Educational (Pupil Registrations) (England) Regulations 2006.
13. If a pupil is not offered a place parents may use the school's complaints procedure to appeal, the details of which are available on the school website.

## SIXTH FORM ADMISSIONS

An offer of a place will usually be made on the following conditions:

- pupil attains a minimum of 5 GCSE grades at A\* - C.
  - pupil attains GCSE grade B, or above, in subjects to be studied at AS or A2 level.
- a suitable reference from the Head of the pupil's current school is received.

## BOARDING ADMISSIONS

Boarding places are available subject to the availability of spaces and the admissions procedures indicated in this document and the "Transfer at Year7, 9 and 12" booklet.

### PUPILS FROM OUTSIDE THE UK

#### Minimum entry requirements:

1. Grade level attained before entry using the Oxford Placement Test (\*\*see below)
2. Interview with **Principal at HCS** to assess proficiency in spoken English, either in person or on **Skype** via the internet
3. Appropriate references from previous school and copies of recent reports (to be translated in English) should be sent directly from the pupils school to the Registrar at HCS
4. Valid Tier 4 Visa has been approved for entry to the UK

#### **\*\*Oxford Placement Tests .Minimum entry requirements for students where English is a second or additional language:**

The grades are based on the Common European Framework.

#### For entry to:

<b>Year 12</b>	<b>pupil must have attained a minimum of level C1 (and/or IELTS Band 6, overall. Reading and writing a minimum of 5.5)</b>
<b>Year 11</b>	<b>pupil must have attained a minimum of level B2</b>
<b>Year 10</b>	<b>pupil must have attained a minimum of level B1</b>
<b>Year 9</b>	<b>pupil must have attained a minimum of level B1</b>
<b>Year 8</b>	<b>pupil must have attained a minimum of level A2</b>
<b>Year 7</b>	<b>pupil must have attained a minimum of level A1</b>

\*\*Parents / guardians or agents will confirm in writing that the Oxford Placement Test was carried out under examination conditions: without any additional help (reading, translation or writing of questions and or answers) from any second party.

Many pupils may still require additional support from the EAL department in order for them to access the full curriculum.

## SCHOLARSHIPS

### Scholarships at 11+ and 13+

Scholarships are designed to attract and reward pupils who are capable of high levels of achievement in a field specified below. To qualify for a scholarship award a scholar must also display high standards in discipline and effort and be a credit to themselves and the school.

Scholarships are awarded on merit.

#### Academic Scholarships

Pupils who perform well in the assessment papers and have a good supporting report from their Head of Junior School or Prep School will be **selected** for the academic scholarship award. Application forms are not needed for this award.

A report will be requested from The Head of the pupil's Junior or Preparatory School in support of the scholarship application.

Achievement in maths and English papers will form part of the assessment for the award of a scholarship.

## **Art, Drama, Music and Sports Scholarships**

**Arts Scholarships:** Candidates applying for these scholarships will be of high ability or aptitude in the subject of the scholarship. Music, Art, and Drama Scholarships will be awarded by either audition, portfolio and/or interview. Prior achievement will be important in these awards. Successful candidates will be expected to make a significant contribution to school performances and displays.

**Sports Scholarships:** Candidates applying for this award should have displayed talent in a chosen sport. They should already have represented their chosen sport or physical activity at County level or be capable of achieving a similar standard. The award will be made by skills testing in three chosen areas. The sports award will take into account prior experience and achievement. Successful candidates will be expected to make a significant contribution to school teams.

Interviews for award of Art, Drama, Music and Sports Scholarships will be held during the January of the year of entry.

**11+ and 13+ scholarships.** Made on entry into Year 7 and Year 9.

Academic scholarships: Up to 40% of fees. Reviewed each year.

Art, Music, Drama and Sport: Up to 40% of fees. Reviewed each year.

### **Scholarships at 16+**

Scholarships are designed to attract and reward pupils who are capable of high levels of achievement in a field specified below. To qualify for a scholarship award a scholar must also display high standards in discipline and effort and be a credit to themselves and the school.

Scholarships are awarded on merit.

### **Academic Scholarships**

Academic scholarships are awarded to pupils who:

- a. have the potential to attain 65 GCSE points within 8 GCSEs (A\*=8, A=7, B=6, etc)
- b. have an excellent reference from the Head of their current school

### **Arts and Sports Scholarships**

The enclosed form should be completed if a pupil is to be considered for these awards. These should be returned to the School Registrar, Mrs Jo Baird, with the Senior School registration form before the last Friday in November.

**Arts Scholarships:** Candidates applying for these scholarships will be of high ability or aptitude in the subject of the scholarship. Music, Art, and Drama Scholarships will be awarded either by audition, portfolio and/or interview. Prior achievement will be important in these awards. Successful candidates will be expected to make a significant contribution to school performances and displays.

**Sports Scholarships:** Candidates applying for this award should have displayed talent in a chosen sport. They should already have represented their chosen sport or physical activity at County level or be capable of achieving a similar standard. The award will be made by skills testing in three chosen areas. The sports award will take into account prior experience and achievement. Successful candidates will be expected to make a significant contribution to school teams.

Details of assessment for scholarship will be sent to applicants.

**16+ scholarships.** Made on entry into Year 12.

Academic scholarships: Up to 40% of fees. Reviewed each year.

Art, Music, Drama and Sport: Up to 40% of fees. Reviewed each year.

**The School reserves the right not to award scholarships if candidates do not achieve the standard required.** If an award is not made to the upper limit of 40% of fees, smaller scholarship awards may be made between 10% and 30% of fees.

## **BURSARIES**

### **UCST Bursaries**

Emergency bursaries may be awarded in exceptional circumstances to girls or boys already on roll whose families suffer unexpected financial difficulties. These bursaries are designed to provide short-term assistance. Bursaries are means tested and are reviewed annually.

Clergy bursaries are available for sons or daughters of clergy.

All bursaries are means tested.

### **Church Schools Foundation Assisted Places**

The Church Schools Foundation offers financial support to help children enter into independent education in one of their United Church Schools Trust schools. Entry may be at the following ages:

11+ years Year 7

16+ years Year 12

All applicants are required to complete a confidential declaration of all parental/household income in order to assist us in assessing the individual assets of each case and to enable us to compare applications with others in order to decide who should receive awards. The information supplied will remain strictly confidential.

The level of the awards will vary depending on the parental/household income, but there are no completely free places and all parents will be expected to pay a percentage of fees.

All awards made will be re-assessed annually and may increase or decrease depending on income.

To qualify for an Assisted Place, your child must also have good academic potential.

## **OTHER DISCOUNTS**

**Sibling Discount:** A discount is available for second and subsequent children entering the school as follows:

5% for 2<sup>nd</sup> child

10% for 3<sup>rd</sup> child and subsequent child

Forces discounts are available for boarding pupils.

## **ADMISSIONS REGISTER - PROCEDURES**

1. The admissions register is held electronically
2. The register is kept in the main school office in the Senior School.
3. The Registrar – Mrs Jo Baird is registrar for the whole school 2-18 including EYFS and Boarding

4. The admissions register includes the following information:
  - Name in full;
  - Sex;
  - Name and address of all parents/guardians with an indication of the parent/guardian with whom the pupil normally resides;
  - At least one telephone number at which the parent can be contacted in an emergency;
  - Day, month and year of birth
  - Day, month and year of admission or readmission to the school;
  - Name and address of the school last attended, if any;
  - An indication of boarding or day attendance.
5. The admissions register can be kept for at least 3 years.
6. The inclusion/deletion from the register is done according to the Education (Pupil Registration) England regulations 2006.
7. The register can show original and amended entries
8. The HCS electronic admissions register is printed out/backed up electronically at least once a month. There is provision for the register to show the name or title of any person making an amendment and the date the amendment is made. In addition, there is provision for an electronic register and any print out of the register, after a correction has been made, to distinguish clearly between the original entry and the correction.
9. In accordance with ISI regulations, electronic records are fixed every month. A separate electronic copy is retained as a discrete file.

The above policy applies to all members of our school community, including boarders and those in our EYFS setting.

Hampshire Collegiate School is fully committed to ensuring that the application of this Admissions policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

Hampshire Collegiate School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

(In line with our Provision of Information Policy), this document is available to all interested parties on our website and on request from the main school office and should be read in conjunction with

- Transfer at Y7, Y9 and Y12 booklet
- Behaviour and Discipline
- Exclusions policy
- SENDA documents
- Equal opportunities
- Curriculum
- Complaints
- Procedures for administering the Admissions Register

This document is reviewed annually by the registrar, Jo Baird, and agreed with the Senior Leadership Team or as events or legislation change requires. The next scheduled date for review is February 2013.