

# Admission policies and procedures

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## 1 Policy statement

1.1 Hampshire Collegiate School is an independent school for boys and girls aged two to 18. In line with its stated aims and ethos, the school aims to create an environment in which we work collaboratively to encourage academic ambition, creativity, enthusiasm and resilience where all are valued as individuals; one which provides the opportunity for participation in a rich and diverse co-curricular programme and which is underpinned by a culture of respect for ourselves and others.

1.2 Hampshire Collegiate School belongs to United Learning. We are proud to share the United Learning group's core values of ambition, confidence, determination, creativity, respect and enthusiasm and the objective of 'bringing out the best in everyone'.

1.3 Pupils entering Hampshire Collegiate School in Early Years Foundation Stage (EYFS) will not be formally tested but will be expected to meet certain criteria. The school operates an academically selective admissions procedure from Year 1 through to Year 13. The school is committed to ensuring that the school is accessible to all those who meet the school's entry requirements.

1.4 We welcome pupils of all faiths and none and without regard to gender, nationality or colour. The school is also fully committed to ensuring that the admissions policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the Hampshire Collegiate School Equal Opportunity Policy.

1.5 Hampshire Collegiate School seeks to ensure that disabled prospective pupils are not treated less favourably and it will take reasonable steps to ensure no individuals with any types of disability, medical or special educational need are put at a substantial disadvantage in matters of admission to the school. Hampshire Collegiate School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

1.6 This policy applies to all members of the school community, including boarders and those in the EYFS setting. In line with the school's Provision of Information and Data Protection Policy, this document is available to all relevant parties on the school website and on request from the school's office and should be read in conjunction with the school's Behaviour and Discipline policy and its Exclusions, Expulsion, Removal and Review policy.

1.7 Hampshire Collegiate School is committed to ensuring that the admissions register is maintained in accordance with Education (Pupil Registration) (England) Regulation 2006.

1.8 Any complaints regarding an admission decision of the school may be dealt with using the procedures set out in the school's Complaints Policy, which is also available on the school's website and available in hard copy from the school's office.

## 2 Admission procedure

2.1 To register a child for entry into Hampshire Collegiate School, parents/guardians must complete a registration form and return this to the Registrar with a payment of £50 per child (£100 for applicants outside of the UK).

2.2 The main entry points are Reception (4+), Year 7 (11+), Year 9 (13+) and Year 12 (16+). Sometimes places are available in other year groups, and these may be available mid-way through the academic year. Parents may apply for a place at any time, but in order to take the entrance examination for Year 7, Year 9 and Year 12, applications should be received by the last Friday of November.

2.3 Pupils may be considered for entry into other year groups at any time, subject to appropriate assessment and dependent upon space being available in the appropriate year group.

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

2.6 As part of Hampshire Collegiate School's admissions process, the school checks the immigration status of all new pupils and takes every step possible to ensure that all pupils are lawfully entitled to study in the UK. Copies of pupil passports/visas and parent passports/visas are collected and appropriately stored. A risk assessment process is in place for those pupils unwilling/unable to provide passport information.

### Disabilities or special educational needs

2.7 The registration form asks parents to disclose whether their child has a disability, special educational need or medical condition. If this is the case, the school will then require additional information about the prospective pupil at the registration stage.

2.8 It is the parents' specific responsibility to inform the school of any reports from learning support teachers or professional reports that have been previously carried out. These reports should be discussed and submitted before a pupil attends a taster day at Hampshire Collegiate School. In assessing any pupil or prospective pupil, the school may take such advice and require such assessments, as it deems appropriate. Subject to this, the school will be sensitive to any issues of confidentiality.

2.9 Based on the information given and advice received and subject to satisfying the school's academic admissions requirements, Hampshire Collegiate School is committed to making reasonable adjustments that will enable a prospective pupil to take up a place at the school and to complying with the school's legal and moral responsibilities under the Special Educational Needs and Disability Act 2001.

### Entrance examinations and assessments

#### 2.10 Prep School

Pupils entering the EYFS (Nursery and Reception) will not be formally assessed.

Pupils entering into Year 1 (5+) to Year 6 (10+) will sit baseline tests in English and Mathematics. They will be expected to perform at a level commensurate with their peers and their working level will be assessed during a taster day at the school. A report from the pupil's current school will be requested prior to the taster day.

### 2.11 Senior School

All pupils entering Year 7 (11+) to Year 11 (15+) will be required to sit the school's entrance assessments. Written papers are set in English, Mathematics and non-verbal reasoning. The procedure will involve a short interview with a member of the Hampshire Collegiate School Senior Leadership team or a senior teacher. A report and reference from the pupil's current school will be requested prior to the examination.

### 2.12 Entry into Year 12

A place will usually be offered into Hampshire Collegiate School's Sixth Form (16+) based on the following conditions:

- The pupil attains a minimum of 5 GCSE grades at 9 to 5 (A\* - C).
- The pupil attains GCSE grade 6 (B), or above, in subjects to be studied at A Level.
- The receipt of a suitable reference from the head teacher of the pupil's current school.

Pupils from the Prep School will be required to sit the entrance assessments to the Senior School and Senior School pupils will be required to meet the entry criteria set out in this document to progress into the Sixth Form.

Priority for places will be given to existing pupils, subject to the assessment criteria outlined in this document being met.

### 2.13 International students

There is a minimum entry requirement for pupils where English is a second or additional language. Pupils must have attained the follow Common European Framework of Reference for Languages (CEFR) or International English Language Testing System (IELTS) requirements:

Year 7 – Year 10	A minimum of level CEFR B1
Year 11	A minimum of level CEFR B2
Pre-A Level	A minimum of level CEFR B2 or IELTS 5.0
Year 12	A minimum of level CEFR B2 or IELTS 5.5 in all skills

An interview will take place with the Headmaster at Hampshire Collegiate School to assess proficiency in spoken English, either in person or via Skype/Internet. If the interview is successful, the pupil will sit English and Mathematics entrance assessments for their appropriate year group. The school will obtain appropriate references from previous school(s), as appropriate, and copies of recent reports (to be translated in English). These should be sent directly from the pupil's school to the Registrar at Hampshire Collegiate School. On confirmation of acceptance, and if the student does not have an EAA passport, the Registrar will apply to UK Visas & Immigration for a Confirmation of Acceptance for Studies (CAS) to enable the pupil to apply for Tier 4 sponsorship.

The student must adhere to the rules and regulations of the school and the UK Visas & Immigration.

## Offers of place

2.14 Offers of places and scholarships are based upon performance in the entrance assessments, scholarship assessments, a satisfactory report from the head teacher of the applicant's current school and their commitment to Hampshire Collegiate School's ethos.

2.15 Acceptance of a place should be sent in writing to the Registrar. To secure a place a £250 deposit (£500 for EU pupils, £2500 non-EU pupils) is payable on acceptance. The deposit will be repaid by means of a credit without interest to the final payment of fees or other sums due to the school, after the pupil leaves the school. Until credited, it will form part of the general funds of the school.

2.16 A term's fees (less deposit/s held) will be immediately payable by the parents if, for any reason, they cancel their acceptance of a place less than a term before entry or the pupil does not join the school after a place has been accepted. Parents who withdraw giving a full term's notice before entry will not have to pay fees in lieu but the deposit will be retained by the school. Cases of serious illness or genuine hardship may receive special consideration on written request.

2.17 If a pupil falls short of the academic standards required, a place may still be offered at the discretion of the Headmaster or, 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.

2.18 If a pupil is not successful in receiving an offer of a place at Hampshire Collegiate School and the pupil's parents disagree with the decision, parents will be referred to the school's Complaints Procedure that can be found on the school's website.

## Boarding admissions

2.19 Boarding places are available to pupils in Years 7 (11+) to 13 (18+) subject to the availability of spaces and the admissions procedures indicated in this document and the relevant pupil entrance booklet. In exceptional cases, boarding may be offered to younger children.

## Priority applicants

2.20 When allocating places, priority is given to siblings and the children of members of the school community or part of the United Learning group of schools, who have performed to the required standard in the entrance assessments. A sibling is defined as a child sharing at least one natural or adoptive parent with another child who is currently a pupil at the school, or who has accepted a place at the school.

## Waiting lists and registers of interest

2.21 If a place is not offered to a child because of over-subscription, the child's name will be placed on a waiting list. Position on the waiting list will be determined by the performance of the child in the relevant entrance assessment with priority applicants taking precedence.

## Progress through the school

2.22 It is assumed that a pupil will continue through the school, moving from the Prep School to Senior School and then Sixth Form (as appropriate) and parents must in every case give a term's notice if that is not the pupil's or their intentions. The school shall not be obliged to permit a pupil to move from the Prep School to the Senior School or enter the Sixth Form unless satisfied that it is appropriate to do so having regard for their academic attainment and all other relevant circumstances. The school will advise parents of such requirements.

## Scholarships and bursaries

2.23 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.

2.24 Hampshire Collegiate School offers scholarships in the following areas: academic, art and design, design technology, drama, music and sport.

2.25 Hampshire Collegiate School bursaries are available to provide additional financial support to students who would not otherwise be in a financial position to attend our school, or whose parents have encountered financial difficulties.

2.26 The application procedure and conditions of awards for scholarships and bursaries is available in the school's Scholarship & Bursaries information booklet which is available on the school's website.

## Procedure for the administration of the admissions register

2.27 Hampshire Collegiate School acknowledges its responsibility to administer its admissions register in line with the Education (Pupil Registration) [England] Regulations 2006 and the statutory guidance 'Children Missing Education' September 2016.

2.28 The Hampshire Collegiate School admissions register acts on behalf of the whole school, including EYFS and boarding.

2.29 It is held electronically on the school's servers and a hard copy is kept in the main school office in the Senior School. It is kept for a minimum of three years after the end of the school year in question. Proper provision is made for back up and a stored version of the register is made electronically each month and is accessible via the school's management information systems and 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. The person responsible for administering the admissions record at Hampshire Collegiate School is Rachel Jenkins, Data Manager.

2.30 The school's admissions register includes the following information:

- name in full;

- sex;
- name and address of every person known to the school to be a parent/guardian/carer of the pupil and an indication of the parent/guardian with whom the pupil normally resides and which parents hold parental responsibility;
- 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; and
- an indication of boarding or day attendance.

The inclusion/deletion from the register is done according to the Education (Pupil Registration) [England] Regulations 2006.

2.31 The name of a pupil is included in the school's 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. If a pupil fails to attend on the agreed or notified date, the Registrar will undertake reasonable enquiries to establish the child's whereabouts. In addition, if, five days after the pupil was due to start at Hampshire Collegiate School, the Registrar has not been able to establish which school the pupil is now attending, it immediately informs Leah Goodey (Assistant Head Pastoral and Designated Safeguarding Lead) and the Headmaster / Head of the Prep School who in turn immediately inform the local authority.

2.32 The school informs the local authority within five days of a child being added to the admissions register at a non-standard transition point.<sup>[1]</sup> In these instances, the local authority is provided with all the information held within the admissions register about the pupil.

2.33 The school's admissions register is accurate and kept up to date. The school regularly encourages parents to inform the school of any changes whenever they occur, through existing communication channels such as the school's data check sheet (sent on an annual basis asking parents to provide any changes in contact details that the school holds about their children).

2.34 Where a parent notifies the school that a pupil lives at another address, the following are recorded in the admissions register:

- the full name of the parent with whom the pupil will live;
- the new address; and
- the date from when it is expected the pupil will live at this address.

2.35 Where a parent of a pupil notifies the school that the pupil is registered at another school or will be attending a different school in future, the following are recorded in the admissions register:

- the name of the new school; and
- the date when the pupil first attended or is due to start attending that school.

2.36 The school will inform the local authority (where the child is resident) where a pupil's name is going to be deleted from the admissions register for the following reasons:

- the child has been taken out of school to be home educated

- the family has apparently moved away
- the child has been certified medically unfit to attend
- the child is in custody for more than four months
- the child has been permanently excluded
- the school does not know which school the child is attending on leaving Hampshire Collegiate School (in which case the local authority in which the pupil lives is informed)
- the child is leaving the school at a non-standard transition point<sup>[2]</sup>

2.37 In these instances, the following information is provided to the local authority:

- the full name of the pupil;
- the full name and address of any parent with whom the pupil lives;
- at least one telephone number of the parent with whom the pupil lives;
- the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable
- the name of the pupil's destination school and the pupil's expected start date there, if applicable; and
- the ground in Regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 under which the pupil's name is to be removed from the admissions register<sup>[3]</sup>.

N.B. Hampshire County Council's Children Services does not require Hampshire Collegiate School to inform them of pupils joining or leaving the school at standard transition points.

2.38 Where a pupil has not returned to school for 10 days after an authorised absence or is absent from school without authorisation for 20 consecutive school days, the pupil is removed from the admissions register only once the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause. Leah Goodey (Assistant Head Pastoral and Designated Safeguarding Lead) is the person responsible for contributing to such joint enquiries.

2.39 Where a pupil of compulsory school age is registered at more than one school, his/her name will only be deleted from the admissions register of Hampshire Collegiate School when he/she has ceased to attend and where the proprietor of any or every other school at which the pupil is registered gives his/her consent (except where the pupil has died, been permanently excluded or is of no fixed abode).

2.40 The name of the pupil who is detained in pursuance of a final court order or order of recall will only be deleted from the register where that order is for a period of not less than four months and where United Learning does not have reasonable grounds to believe that the pupil will return to school at the end of the period.

## Document information

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[1] Non-standard transition points in this context are all points other than the beginning of the Reception, Year 7 and Year 12.

[2] Non-standard transition point in this context are all points other than the end of Year 6, Year 11 and 13.

[3] Given that Hampshire Collegiate School is an independent school, this ground will typically be ground (I), namely that he/she “has ceased to be a pupil of the school”.