



HALSTEAD ST ANDREW'S  
SCHOOL

## ADMISSIONS POLICY AND PROCEDURE Including EYFS

Policy History		
Last Review Date	Spring 2023	MP, TB, SM, Education Committee
Updated	September 2023	MPA, SLT Education & Staffing Committee
Next Review Date	September 2024	

Halstead St Andrew's School is a co-educational independent day school for girls and boys from ages 2 to 13, for pupils with a Christian, non-denominational ethos and tradition, which respects all faiths or none. The School educates pupils aged 2 to 13 years. It practises a policy of equal opportunity in matters of disability, race, religion, age, sex, sexual orientation and social background.

### **Aims of the Policy**

This policy aims to:

- ensure compliance with the School's charitable status and to set out the School's admission criteria which are both fair and consistent with such status.
- identify those pupils' abilities who are in line with the ethos and standards of the School and whose personal qualities suggest they have the potential both to contribute to the School community and to benefit from the opportunities offered by the School.
- begin a partnership with parents that will be long lasting.

This policy is reviewed annually, and the latest version can be viewed on the School's website.

### **Making an Application**

Before applying for a place for their child, parents are invited to read this Admissions Policy which sets out the School's intentions and procedures regarding admission. It should be read in conjunction with information on the School website which includes:

- Details of the School and the Governing Body
- The numbers and qualifications of staff
- Details of performance in Senior School entrance examinations
- The School's latest inspection reports
- Details of the School's Complaints Procedure (which can also be obtained from the Admissions Manager and/or the School's website).

Such information is also contained in the new parents' 'joining packs'.

The following policies can also be obtained from the School and are available on the School's website:

- Safeguarding
- Anti-bullying
- Behaviour
- Fire Safety
- First Aid
- Special Educational Needs and Disabilities
- Supervision
- Equal opportunities and discrimination
- English as an Additional Language
- PSHEE
- Relationship and Sex Education Policy

## **Special Educational Needs and disabilities**

The School caters for a range of special educational needs, including provision for gifted and talented pupils. The provision includes the possibility of support for pupils with some dyslexia, dyspraxia and various medical conditions.

Parents are requested to give full written details of any disabilities and/or special educational needs, including any previous reports by specialists such as educational psychologists or paediatricians, in good time and to inform the School of any changes to their child's condition that become apparent prior to entry at the School. The School does not undertake to diagnose dyslexia or other specific conditions. A formal assessment may be arranged at the parents' expense. The School will consider carefully whether it is able to provide adequately for such a child and will make all reasonable adjustments to avoid putting such a child at a substantial disadvantage. It will make reasonable adjustments in order to optimise such a child's participation in the curriculum and other aspects of School life. If appropriate, parents may provide auxiliary aids and services themselves, in discussion and agreement with the school.

The School aims to provide appropriate access to the curriculum and to the School's facilities as far as reasonably practicable. With regard to The Equality Act 2010, we make reasonable adjustments as necessary to meet a pupil's individual need. The School has an Accessibility Plan, and this can be obtained by parents and prospective parents by contacting the SENDCo.

Parents and prospective parents are invited to discuss their child's particular needs with the Admissions Manager.

## **Equal Opportunities**

Halstead St Andrew's is a pupil's school with a Christian ethos, but applications from parents of other faiths or none are also invited. Every effort will be made to allow pupils to demonstrate their faith, as far as is fitting with the ethos and rules of the School. Pupils and parents whose first language is not English may also apply for admission, and every effort will be made to provide assistance.

The School aims to enable pupils to gain an appreciation and respect for their own and other cultures in a way that encourages tolerance and harmony between different cultural traditions. All pupils are encouraged to understand and respect Fundamental British Values.

In accordance with the Equality Act 2010, the School will not discriminate against pupils because of their race, sex, disability, religion or belief, age or sexual orientation.

## **Admissions Procedures**

Parents are encouraged to visit the School either at Open Mornings or through an individual appointment with the Head/ Head of Pre-Prep. Data Privacy Notices will be issued at the relevant parts of the admissions process. Deciding on the right school for your child is very important and we believe that a personal visit is invaluable.

We are also very happy to welcome prospective parents and their children at other times. Please contact the Admissions Manager on 01483 760943 or email [admissions@hsaschool.co.uk](mailto:admissions@hsaschool.co.uk) to arrange a visit.

## **Registration**

Parents interested in applying for a place for their child are requested to complete a Registration Form. Registrations will be actioned when they are received. The School will acknowledge receipt of the Registration Form. It is important that the Registration Form is completed fully and that all information requested is given. The completion of this Form and the payment of a non-refundable Registration Fee, currently set at £120 (inclusive of VAT) for Reception to Year 11 and £100 for Nursery and Pre-School, does not guarantee a place for your child but it does ensure that the appropriate documentation for subsequent stages in the admissions process is sent to parents in good time.

Siblings must be registered. Siblings will take priority over other applications provided the Registration Form has been received at least twelve months prior to the date of entry to the School.

## **Nursery/Pre-School Pupils**

Pupils are invited to visit the Nursery/Pre-School for a short taster session. If the School is able to offer a place, an offer letter is sent to parents of pupils wishing to join the Nursery or Pre-School.

## **Reception – Year 8**

Pupils wishing to join other years are invited to spend a day in School before an offer is made. For pupils joining from Year 2 upwards the day will include low key assessments in English and Maths and their previous school report will be requested. These assessments are used to indicate specific areas of strength and / or areas for development so that the class teacher can prepare and plan according to the needs of the child.

Should the child have any specific learning difficulties, the parents must notify the School of this prior to the child's visit/assessment day and provide a copy of all reports prepared by outside agencies, educational psychologists etc.

Parents will be notified, in writing, within one week of the visit/assessment as to whether a place at the School is available and is being offered.

## **Entry points to Halstead St Andrew's**

The usual points of entry are into the Nursery and Reception, Year 3 or into other year groups if a place is available. Pupils joining into Year 5 and older will be accepted if they will be able to cope with the pace and academic expectations currently in operation in the class they would be joining.

There is an expectation that pupils entering Nursery or Pre-School will continue into Reception.

## **Preconditions for Entry and Remaining at Halstead St Andrew's**

- The parents and their child are in sympathy with the ethos and principles of the School.
- The parents act in accordance with the School's Terms and Conditions and the Parent Handbook and the pupil abides by the discipline, rules and customs of the School.
- The pupil is of the appropriate age and level of maturity.

- The School is able to provide adequately for any learning difficulties and other special needs which the pupil may have, in accordance with the School's Policy relating to Disability/Special Educational Needs.
- Where applicable, the prospective pupil's present School reports satisfactory attitudes on the part of both pupil and parents.

This policy should be read in conjunction with the School's Special Educational Needs and Disabilities Policy.

### **Acceptance of a Place – Nursery/Pre-School**

On being offered a Nursery/Pre-School place at the School, parents will be provided with the School's Terms and Conditions and Acceptance Form. Parents must sign and return the Acceptance Form and pay a deposit currently set at £1,000 in order to secure a place at the School within 14 days. Upon joining Reception, £500 of this deposit is deducted against the first term's Reception fees. The remaining £500 deposit will be deducted from the fees for the pupil's final term at the School, provided that a term's notice of withdrawal is given if the pupil is withdrawn before the normal leaving date at the end of Year 8. The deposit will form part of the funds of the School until it is credited to parents, without interest, when their child leaves the School. Deposits are not reimbursed if a pupil leaves whilst in or at the end of Nursery.

### **Acceptance of a Place – Reception and above**

On being offered a place at the School, parents will be provided with the School's Terms and Conditions and Acceptance Form. Parents must sign and return the Acceptance Form and pay a deposit currently set at £500 in order to secure a place at the School within 14 days. This deposit will be deducted from the fees for the pupil's final term at the School, provided that a term's notice of withdrawal is given if the pupil is withdrawn before the normal leaving date at the end of Year 8. The deposit will form part of the funds of the School until it is credited to parents, without interest, when their child leaves the School. Deposits are not reimbursed if the relevant terms and conditions of parent contract are not fully met.

### **Notice**

*"A Term's Written Notice: means Notice given before the first day of a Term and expiring at the end of that Term. A Term's Written Notice must be given if: the Parents wish to cancel the place after acceptance; or the Parents wish to withdraw the Pupil who has entered the School; or the Pupil will not return for the following year even if he / she has achieved the required grades. Otherwise parents will be charged a term's fees in lieu thereof. Please refer to the Terms and Conditions."*

### **The Admission Register**

The Admission Register is maintained by Admissions and is not a public document. In accordance with the regulations for schools, it contains:

- name in full
- sex; this is the birth sex
- name and address of every person known to the school to be a parent of the pupil (and an indication of which parent the pupil normally lives with and which parents hold parental responsibility. We acknowledge that parents holding parental responsibility, even if not

actually caring for the child, have a right to receive relevant information from the school in respect of any pertinent matter affecting the child, unless a court order indicates otherwise;

- where a parent notifies the School that a pupil will live at another address, in addition or instead, the new address, the full name of the parent with whom the pupil will normally live in future and the date from which it is expected the pupil will normally live there, where it is reasonably practicable for the School to ascertain the information;
- at least one telephone number at which the parent with whom they normally live can be contacted in an emergency; we will keep more than one telephone number on file for each pupil, where reasonably possible, but they may not all be kept on the admission register;
- day, month and year of birth;
- day, month and year of admission or re-admission to the school;
- name and address of the school last attended, if any;
- the name of the destination school notified by a parent and the first date of attendance, where it is reasonably practicable for the School to ascertain this information.

We will inform the local authority where a pupil's name is going to be deleted from the Admission Register on certain grounds, including;

- when a pupil has been taken out of school to be home educated;
- when the pupil has been certified as medically unfit to attend;
- when the pupil has been permanently excluded.

We will notify the Surrey local authority when we remove or add a pupil's name to the Admission Register at non-standard transition, that is, where a pupil leaves the school before completing Year 6 or if they join after the beginning of Reception. This will be done straight away when pupils are deleted and within 5 days of entry on the Admission Register. We acknowledge and understand our duty to notify the local authority for all non-standard admissions and departures and know the correct channels for doing so.

Once admitted, daily attendance registers are taken electronically and recorded centrally. Registers are taken at the start of the school day and once during the afternoon.

Attendance registers will record if each pupil is;

- absent;
- present;
- attending an approved educational activity outside school;
- unable to attend through exceptional circumstances;
- taking authorised absence (granted leave of absence, unable to attend by reason of sickness or unavoidable cause; observing a day exclusively set apart for religious observance by the religious body to which the parent belongs);
- taking unauthorised absence (if no reason is established when the register is taken; the entry may be corrected later when the reason is established)

Should a pupil be absent without explanation we will report this to the local authority in line with the Children Missing Education Policy.

## **Bursaries**

### **Scholarships and Bursaries (Year 3 and above only)**

There are a limited number of academic, music, art and sport scholarships that can be awarded on an annual basis available to both internal and external candidates.

A bursary is a remission of fees, granted in response to parental need. Parents may apply for a means-tested bursary and, provided they qualify and funds are available, one may be awarded.

For further information or a copy of the Halstead St Andrew's Scholarship and Bursary Policy, please contact the Admissions Manager on [admissions@hsaschool.co.uk](mailto:admissions@hsaschool.co.uk)

Ratified by

Date: November 2023

Simon Brookhouse, Chair of Governors

## Admissions – Frequently Asked Questions

Below are some questions that we are frequently asked – we hope you will find the answers useful.

### **Q. Can I visit the school at any time?**

**A.** Every prospective parent is expected to have met with the Head or a member of the Senior Leadership Team before being offered a place at Halstead St Andrew's. Appointments take place Monday to Friday mornings in term-time and usually take about an hour which includes a tour of the school. It may be possible to make an alternative time or to occasionally visit during the school holidays, but we feel it is very important for prospective parents to visit us during a "normal" day when the children are in school.

### **Q. When do most children join the school?**

**A.** The vast majority of children join us in Nursery in the Christmas term (September) after they have turned 2 years old. However, if there are places remaining available in the Nursery, we may be able to accommodate children in any term after they have turned 3. The child would then spend 4/5/6 terms in Nursery before moving up to Reception with the correct age year group. Parents should be aware that, although we will usually have a few spaces become available for entry into Reception, we do not have a dedicated intake or additional spaces made available at this stage. Children can join in any year group throughout the school if places are available.

### **Q. Can children join at times other than the start of the school year?**

**A.** Yes, although the majority join at the start of the Autumn Term.

### **Q. Can I put my child on a waiting list for future entry?**

**A.** Yes, although this does not guarantee a place. A full term's notice is required for a child to leave the school so you may not be offered a place for September until the beginning of the Summer term (April).

### **Q. Can I find out where my child is on the waiting list?**

**A.** Yes, but parents must be aware that waiting lists change constantly as some families register at a number of schools or may relocate out of the area whilst on the waiting list. Siblings are also given priority for places where possible, so it is difficult to be precise about waiting list lengths and place on the list.

### **Q. If a place does not become available, will my child be moved automatically on to the following year's waiting list?**

**A.** No, please contact us to request that you would like your child to remain on the next year's waiting list.

### **Q. Is the Registration Fee or Acceptance Deposit refundable?**

**A.** The Registration Fee is non-refundable and must be paid if you wish to register your child for a place at the school. Please see our Terms & Conditions which will give you more information about the Acceptance Deposit and how it is credited/refunded.

**Q. What does a term's notice mean?**

**A. A Term's Written Notice:** means Notice given before the first day of a Term and expiring at the end of that Term. A Term's Written Notice must be given if: the Parents wish to cancel the place after acceptance; or the Parents wish to withdraw the Pupil who has entered the School; or the Pupil will not return for the following year even if he / she has achieved the required grades. Otherwise parents will be charged a term's fees in lieu thereof. Please refer to the Terms and Conditions.