

## Admissions Policy

### 1. Introduction and Aims

Hampstead Hill School is an inclusive school that welcomes children from all backgrounds and of all abilities.

**Places available:**

Early Years:	92 – classes are divided by age bands
Pre-Reception:	occasional places
Reception:	minimum 20, varies yearly
Year 1:	occasional places
Year 2:	occasional places
Year 3:	20

A number of pupils will choose to sit the 4+ assessment process each year from Pre-Reception. Parents should inform the HHS of their decision to sit external 4+ assessments as soon as possible. Please note these pupils will remain on a wait list beyond Reception. This is because class sizes are smaller in the Upper School and we need to ensure we have a viable Reception year without overloading Year 1 classes the follow year.

The School does not discriminate on the basis of a prospective pupil's ability level or the existence of special needs, provided that the Founding Principal considers that the School is able to meet a pupil's educational and welfare needs.

To be considered for a place at the School an application is made to join. Parents should go the admissions page on the school website and complete the short admission form. Parents will receive a confirmation of receipt and some information of next steps. This is not an automated process. Depending on numbers, you may be added to the Wait List, but this will be communicated to you.

No formal assessments take place and families are invited to view the School in due course. Please note these are individual family viewings and are undertaken over several months prior to the entry date.

#### Entry Into the Prep School

Our current Year 2 pupils will be allowed to continue into our Prep School without assessment on a first come, first served basis.

External joiners will be invited to spend the day in a class to participate in lessons with pupils in their current year group, providing that HHS can accommodate the pupil. Please note, the Founding Principal reserves the right not to admit any prospective pupil if she feels that HHS is unable to meet their educational and welfare needs.

### 2. Considerations

When deciding if a prospective pupil can be offered a place at the School the following are taken into consideration:

- Availability of spaces (taking into account the staff/pupil ratios, the age of the prospective pupil and the registration requirements)

- When the application is received (preference is given to those who have been waiting the longest)
- Extenuating circumstances affecting the prospective pupil's welfare or his/her family
- Whether a sibling is attending the School
- Whether the parent has attended the school as a child

As an independent school, the Founding Principal reserves the right not to admit any prospective pupil she feels would not benefit from the school environment. Parents have no right of appeal against non-admission.

In accordance with [The Equality Act, 2010](#), the School will not discriminate for entry on grounds of:

- Gender
- Race
- Religion and belief
- Cultural background
- Linguistic background
- Sexual orientation
- Gender reassignment
- SEN and disability

As the school maintains a Wait List and will consider midyear applications if places are available, Parents are welcome to contact the School Co-ordinator for up-to-date information. The School reserves the right not to reveal the position on the Waiting List.

### 3. Offers

All offers are made in accordance with the School's Terms and Conditions. These are made available to Parents as part of the admissions process or upon request.

Once a place has been offered a registration fee must be paid, as requested by the School, in order to secure the place. In the case of pupils invited to join at Reception, Year 1 and Year 2, a deposit of £1000 is requested. In the event that the place is not taken up, the registration fee/deposit is non-refundable. All other conditions for the return or retention of deposits are laid out within our Terms and Conditions.

### 4. Information Required for Application

- Child's name
- Child's gender
- Child's date of birth
- Date of entry
- Information on siblings
- Nursery/school child is transferring from
- Two parent/guardian names, email, phone number, and address
- Any further comments


During the application and registration process, it is required that we have two emergency contact numbers for each pupil.

Last Review	January 2024
-------------	--------------

# Hampstead Hill School



Respect. Kindness. Community. Curiosity. Conservation.

Next Review	January 2025
Name	 Anne Napier Headteacher