

POLICY DOCUMENT

ADMISSIONS POLICY



Publication Date	08.12.15
Latest Review	08.03.26
Next Review	Spring Term 1 28

GENERAL

Hipperholme Grammar School (The School) is a co-educational independent school for pupils from ages 3 to 16. The School has approx 280 pupils. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit us. We usually hold an open evening in October and open mornings every month in term time, which give a general introduction to the School. Details are available from our admissions team and are published on our website. We are also very happy to welcome prospective parents and children at other times. Please contact the School's admissions team, on 01422 202256 or email admissions@hgsf.org.uk to arrange a visit.

THE ENTRY PROCEDURE

Our selection process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the School.

The usual points of entry are at Preschool, Reception and Year 7, although we do accept pupils into other year groups. We have a one form entry (20 pupils) a year in Juniors and a two form entry (approximately 40 per year) in Seniors. Please contact the admissions team for details.

Applications for Preschool and Reception should register in time for the Assessment. For Reception this is during the Spring Term prior to the desired year of admission. For a PreSchool place this is completed at least a full term before your child is due to start.

Applicants for Year 7 admission should register in time for the November Entrance Assessment of the year preceding the desired year of admission if they wish to be considered for a place and for an academic scholarship. Late entries will be subject to the same assessment process but this can be arranged on an adhoc basis. The School's Registration Form is available on the School's website and from the school's admissions team.

ADMISSION REGISTER

Once the admissions process is completed a child will be placed 'on roll'; this means they are entered as a current pupil on our MIS, and this roll constitutes our electronic admissions register which is maintained and backed up regularly in accordance with the

POLICY DOCUMENT

ADMISSIONS POLICY



Education (Pupil Registration) (England) Regulations 2006. This record includes: name, sex, names and addresses of parents; contact telephone numbers for parents; date of birth; date of admission; name and address (address included from November 2021) of last school attended; names of destination schools.

In respect of separated families the school follows the principle 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.

The school notifies its local authority (Calderdale MBC) when we remove (notification is prior to deletion) or add (within 5 days of entry) a pupil's name to the admission register at non-standard transitions, i.e. where a compulsory school-aged child leaves a school before completing the school's final year or joins a school after the beginning of the school's first year. The contact is EducationWelfareOfficer@calderdale.gov.uk. After reasonable enquiries have been made a child may be deleted after 10 (authorised) or 20 days (unauthorised) absence.

EQUAL TREATMENT

The School's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. We are mindful of our obligations under the Equality Act 2010 during the admissions process. This enriches our community and is vital in preparing our pupils for today's world. Bursaries are offered in order to make it possible for as many as possible who meet the School's admission criteria to attend the School. The School's provision for bursaries is described below.

The School is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background.

SPECIAL EDUCATIONAL NEEDS

The School does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, provided we can offer the support they require and that our site can accommodate them. We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

Our policy is to apply our admission criteria to all potential pupils. We require parents of children with special educational needs, disabilities or allergies (suspected and diagnosed)

POLICY DOCUMENT

ADMISSIONS POLICY



to discuss their child's needs with the School at the outset of the admissions process so that we can make adequate provision for them.

Parents are required to provide with the Registration Form full details of all relevant information, including any reports (including any educational psychologist reports, medical reports or other relevant expert third party reports), materials or information about their child's needs, and this may include any final or draft EHC Plans. This is so that the School can assess their child's needs and consult with parents about any adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to meaningfully access the education offered and that we are able to ensure their health and safety, and the health and safety of others.

Where parents of a prospective pupil feel their child requires adjustments, the School will discuss with parents (and their child's medical advisers, if appropriate) the adjustments proposed and whether they can reasonably be made for the child if they were to become a pupil at the School.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's special educational needs and/or disability. For example, if, despite reasonable adjustments, we feel that a prospective pupil is not going to be able to meaningfully access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, we may not be able to offer a place at the School.

Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and the pupil starting at the School. The School requires parents to be proactive in updating the School as to any significant changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the School. However the School may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so it is essential that parents are forthcoming in their communications with the School about any material change to their child's circumstances.

THE ASSESSMENT PROCESS

The aim of the process is to identify potential. The School is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum.

No specific preparation for our entrance assessments is needed; all candidates start on an equal footing, with identical opportunities to display their academic aptitude and interpersonal skills.

POLICY DOCUMENT

ADMISSIONS POLICY



PreSchool: Prospective pupils attend a Stay and Play session, usually lasting 1.5 hours. During the session the School will make general observations on the pupil's readiness for preschool. If an offer of a place is made, a transition session will also be arranged closer to the pupil's start date.

Reception: Prospective pupils attend a Ready for School assessment lasting 1.5hrs. This is a social and academic selective process in which the School will assess the pupil's readiness for school. It helps to assess if the child will benefit from the education we offer. Some children may not be offered places after a Reception entry 'Ready for School' assessment session if the school feels it is not the appropriate place for them, either academically or socially.

For both PreSchool and Reception, the 2-year-old health check will be requested.

Juniors: Children seeking entry are invited to spend a day in school (taster day) to enable teaching staff to assess their abilities in reading, language and numbers prior to a formal place offer being made. This helps to assess if the child will benefit from the education we provide and for the child to see if they feel comfortable in our setting. Pupils intending to join the School from Year 4 upwards will also be required to sit assessments in key areas of learning in order to assess their academic ability. Some children may not be offered places after a taster day if the school feels it is not the appropriate place for them, either academically or socially. A school report and reference will be requested from the child's current school.

Seniors - Year 7: Entry to the Seniors for external candidates has five elements:

1. An online assessment that measures pupils' ability in: reading, spelling, mathematics, mental arithmetic and developed ability
2. A creative writing exercise
3. An interview with a senior teaching colleague
4. An academic report from the applicant's current school
5. A reference from the applicant's current school

The entrance assessment usually takes place in November and it is at this time that academic scholarships are offered.

Entry to the Seniors for internal candidates from Juniors is automatic, subject to the recommendations of Junior teaching staff and the discretion of the Head of Foundation. Where it is judged that the School is not well placed to meet the needs of a pupil this will be discussed with the parents well in advance. Pupils wishing to apply for a scholarship will need to complete the same entrance assessment as the external candidates. Further

POLICY DOCUMENT

ADMISSIONS POLICY



details of internal transition arrangements can be viewed in [Y6 to Y7 Transition for Year 7 entry Q&A](#)

Seniors Year 8 - 10 (including starting later in year 7): Pupils entering these year groups during the academic year will also be offered a taster visit (usually two or three days) which will also form part of the selection process. During the taster day period pupils will sit a standardised assessment, as appropriate to their age group. The school will seek an academic report and reference from the child's current school.

We interview all candidates as part of our assessment process for each age group in Seniors.

SCHOLARSHIPS/AWARDS -Seniors only

The School offers a number of scholarships a year for academic excellence and in addition, a number of awards for excellence in sport, music or performing arts.

A scholarship/award may be withdrawn in accordance with the terms upon which such award is made or in accordance with the School's Terms and Conditions.

Purpose of Scholarships/Awards

Scholarships/Awards are designed to reward excellence and to celebrate exceptional talent. In recognition of this achievement, the scholar is offered a reduction in the fees throughout their time at the School. Parents are asked to indicate on the Registration Form whether they are interested in applying for an award. Details of the arrangements will be sent to all who express an interest.

Academic Scholarships

In acknowledgment of the School's tradition and ethos, a small number of free-place scholarships will be awarded to pupils each year. There is no requirement to apply for a scholarship, as these are awarded at the discretion of the Board of Governors advised by the Head of Foundation, and based on the achievement of outstanding results in the School's November Entrance Assessment for entry into Year 7. Parents will usually receive the offer of a scholarship before the Christmas holiday, with the deadline for acceptance of the offer set each year in mid-January. The scholarship is secured with the payment of the enrolment deposit. In exceptional circumstances, pupils of outstanding academic ability making a late or mid-year application to the school may, at the discretion of the Governors, be offered a full or partial scholarship.

POLICY DOCUMENT

ADMISSIONS POLICY



**HIPPERHOLME
GRAMMAR**

Extra-curricular Awards

The Governors may also recognise excellence in extra-curricular activities (for example performing arts or sporting performance) with the offer of an award. Applications for an award should be made in writing by submitting a digital portfolio.

Further guidance on such applications can be found in the **Award Application and Digital Portfolio Guidance Q&A pack**. Awards are discretionary, and typically will not exceed 5% of fees. In the case of exceptional ability (for example, competing at a national level in sport), awards may be offered up to 10% of fees.

Awards to external pupils will only be made to those who have passed the School's entrance assessment.

Tenure of Awards

Scholarships and awards are given for the duration of the pupil's time at the School. However, scholars and award-holders are required to uphold the values and ethos of the School, contribute in a meaningful way to the academic or performing life of the School, and maintain a productive attitude to learning as evidenced in termly school reports. A scholar or award-holder falling short of these requirements can expect their position to be reviewed.

BURSARIES

The School's bursary programme is designed to make it possible for as many as possible of those who meet the School's entry criteria to take up a place here. Bursaries are means-tested. Both parents (where applicable) are required to provide proof of their income, expenditure and assets. The level of support that may be offered varies according to parental need. Bursaries may be offered for a fixed period, or can be ongoing throughout the pupil's time at the School. The School reserves the right to review any bursary at any time. At any review, the parent(s) are required to provide fresh information about their circumstances. Levels of support may vary with fluctuations in income or wealth.

A bursary may be withdrawn in accordance with the terms upon which such award is made or otherwise in accordance with the School's Terms and Conditions.

COMPETENCY IN ENGLISH

In order to cope with the academic and social demands of the School, pupils should be competent in English.

POLICY DOCUMENT

ADMISSIONS POLICY



**HIPPERHOLME
GRAMMAR**

SCHOOL'S TERMS & CONDITIONS (PARENT CONTRACT)

The terms upon which the School educates each pupil are set out in the School's Parent Contract which are available to parents as part of the admissions process.

COMPLAINTS

The School's Complaints Procedure is on the School's website and can be sent to prospective parents on request. The Complaints Procedure is not available for use by prospective parents.

RECORDS AND REVIEW

Applicants' details will be held on file with due regard to data protection legislation. Please see the School's Privacy Notice for further information about how the School collects, uses and processes personal data.

The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose. This will generally be no more than 12 months following an unsuccessful application, but reasons to retain personal data for longer might include if the parents express an interest in the candidate re-applying for any reason at a later date; or to deal with any ongoing matters or queries arising from the application.