

# HOLLAND HOUSE SCHOOL

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## 15a ADMISSIONS POLICY

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### **Review Arrangements:**

Date	May 2019
Review Date	May 2020

Amendments

Amendment	Date	Description
HST	1/5/19	Annual review References edited Formatting to enhance selective entry under Point 1 Formatting to enhance 'bursaries' under Point 3 Additions and typo corrections under Point 5 'no sibling policy' formatted to enhance under Point 6 Additions made to Point 7 Additions made to point 8 including 'Holland House School has no Sibling Policy' Formatting to enhance bursaries

#### References:

- A. Education Act 2002,
- B. School Standards and Framework Act 1998
- C. The Education (Independent School Standards) (England) Regulations 2010.
- D. Schools Admission Code 2014

## SUMMARY

All Schools are legally required to have an admissions policy that gives a clear account of their entry procedures. They are expected to apply them fairly and consistently. The policy will be available on the School's web site and for parents to refer to in the School office.

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### 1. GENERAL

Holland House School is a one form entry co-educational independent school for pupils from ages 4 to 11. **We are selective on Entry and have assessment dates throughout the year dependent on space availability.**

The School has approximately 148 pupils of which 64 are within the Pre-Prep and 84 are within the Prep School. 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/children will visit Holland House School. The School welcomes prospective parents and we have selected times within the school week where you can be booked in for a show round with either the Head or another member of staff. Please contact, our Registrar on 020 8958 6979 or email on [office@hollandhouse.org.uk](mailto:office@hollandhouse.org.uk) to arrange a visit.

The school describes most year groups by the age of the children at the start of the year. The following may help to explain our terminology:

<u>Pre-Prep</u>	Reception
	Year 1
	Year 2
<u>Prep</u>	Year 3
	Year 4
	Year 5
	Year 6

## 2. ENTRY PROCEDURE

Holland House School is **selective at entry** into the Reception Year through a 4+ assessment and is designed to identify pupils who are able to benefit from our academic, balanced and well-rounded education and to make a positive contribution towards the life of the school. Pupils who apply for a place at other points within the school, when spaces become available, are also assessed

Pupils may enter at any time but the usual point of entry is in the Reception Year, at 4 years of age. The School sometimes has places at other ages. Please contact the Registrar for details.

Applicants for admission should register as soon as possible. This includes parents registering where other brothers or sisters are already in the School. (The registration form is supplied by the Registrar).

## 3. EQUAL TREATMENT

Holland House aims to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. On completion of a means test, **bursaries can be offered** in order to make it possible for as many as possible who meet the school's admission criteria to attend the school.

Holland House is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, sexual orientation or social background. The School's provision for bursaries is described below.

## 4. SPECIAL NEEDS

Holland House School does not discriminate in any way regarding entry. The School welcomes pupils with special educational needs, providing that we can offer them the support that they require. The School welcomes pupils with disabilities provided that our site can accommodate them. However, we strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with the School before he or she sits the assessment and familiarisation, so that we can make adequate provision for him/her and also before the child visits, in order that we can provide the assistance required, (e.g. a ramp may need to be put in place).

Parents should provide a copy of an Educational Psychologist's report or a medical report if they have one to support their request, for example for extra time or other special arrangements which is not in the gift of the School but relates to a national standard.

The School will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she becomes a pupil at the school.

Holland House School reserves the right to refuse entry to a child whose needs cannot be adequately met by the school in order for them to thrive.

## 5. THE ASSESSMENT PROCESS

The aim of the process is to identify potential and to make sure the pupils can aim to fulfil their 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. The school provides opportunities in music, drama, art, DT and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for the entrance tests is needed; all candidates start on an equal footing, with identical opportunities to display their academic aptitude.

Assessment for Reception is based on a 4+ assessment that takes place mainly within the Autumn Term, but dates will be set for the Spring and Summer Term if spaces are available. The first round of this assessment involves a series of practical activities and games and parents are invited to accompany their child into school but not into the assessment itself. This assessment is standardised. If successful candidates will be invited for a second round which will involve an interview with the Head and parents will accompany each child.

All other candidates for entry at other points within the school sit papers in English, Maths and Reasoning, which are designed for their age group.

## 6. SELECTION CRITERIA

Only children who attain the required standard in the assessment which takes account of ability and aptitude and behaviour will be eligible to be considered for admission.

The criteria for selection set out below:

- Where pupils are old enough to take a test, they require good enough marks so they may progress within the School.
- A positive recommendation from the applicant's present school.
- A satisfactory interview with Parents and the applicant.
- If a pupil does not meet the academic criteria, **the fact that the pupil has siblings in School is not one of our criteria for offering a place.** (See 8. Sibling Policy)
- Good behaviour, consistent with the school's policy

## 7. SETTING

Throughout the pupil's career in School, all setting, and class arrangements are the decision of the School and would remain in the school's normal limits. Children are taught in whole class groups in the main with the expectation that they will be attentive and focussed as the teacher directs. In the Pre-Prep the class maximum is usually 22 and in the Prep School it is usually 20 although these numbers may vary. Non-academic classes such as PE or Art/IT/Drama/DT may be combined with another form. All pupils are required to sit examinations/End of Term Tests, as set by the School.

## 8. SIBLING POLICY

Admission is not automatic and there may be occasions where we judge that a sibling is likely to thrive better in a different academic environment. **Holland House School has NO Sibling Policy.**

## 9. BURSARIES

Means tested **bursaries are offered** for the requirement of fulfilling the School's charitable purposes.

Our 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. The School offers some means tested awards to entrants where the parents have indicated that they require financial support. Bursaries are means tested and the parents are required to provide proof of their income and assets, as well as the child's assets being disclosed. The level of support varies according to parental need.

Bursaries are always offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the school. Levels of support may vary with fluctuations in income.

The school's usual practice is to allocate its entire available bursary funding on entry. The school's expectation is that parents who do not choose to apply for a bursary at the time that their child is being assessed, will not require financial support throughout the time that their child attends the school, except in wholly unforeseen circumstances which are considered on an individual basis.

## 11. OVERSEAS APPLICANTS

The School welcomes overseas pupils, provided that he/she has a relative or legal guardian living in the UK with whom he/she can stay. The School reminds adults in charge that Tier 4 pupils entering the country need to carry with them a parental consent letter with school details included within it. This is to reassure UK Border Agency staff that the parents are aware of the child's destination. It equally applies to children travelling by themselves or accompanied by an adult who is not their parent. Parents have to supply information to the School for Tier 4 to be completed and the checks abroad are not within the control of the School.

## 12. FLUENCY IN ENGLISH

In order to cope with the academic and social demands of Holland House School, pupils must usually have begun to be fluent English speakers. Tuition in English as an Additional Language (EAL) is not provided by the school.

## 13. RELIGIOUS BELIEFS

Holland House School is a non-religious school and does not select for entry on the basis of religious belief. We offer the opportunity for pupils to opt out of activities and events, by request. Parents should request to speak to the Headmistress to discuss any temporary arrangements, e.g. absence due to Bar Mitzvah or family religious celebrations.

## **14. SCHOOL'S CONTRACTUAL TERMS & CONDITIONS**

Copies are made available to parents as part of the admissions process.

## **15. MISBEHAVIOUR AND EXCLUSION**

The school promotes a good standard of behaviour amongst pupils and supports pupils in achieving this aim. (See the school's Behaviour Policy.) Repeated poor behaviour may result in:

- Deputy Head's Warning - parents will be invited for an advisory interview;
- Head's Warning - parents will be invited for an advisory interview and letter;
- Exclusion – only the Headmistress may exclude pupils or Deputy Head in her absence;
- Expulsion – only the Headmistress may exclude pupils.

Behaviour, determined by the Headmistress, that merits exclusion may take place in or out of school. Parents will be called in to discuss details with the Headmistress and will receive a letter of confirmation

In exceptional circumstances, the Headmistress may request a pupil's removal from the school. This would be the final disciplinary sanction. Should parents wish to appeal against this decision, they may write to the Headmistress stating the grounds for appeal. (See the school's Complaints Policy.) The Chairman of Governors will convene a panel or appoint a convener to organise a panel. Parents and the Headmistress will be informed of the panel's recommendation.