



## HOLMEWOOD HOUSE SCHOOL

### ADMISSIONS POLICY including EYFS

#### INTRODUCTION

Holmewood House School is a co-educational, mixed ability, non-denominational school that welcomes applications from pupils from all social or cultural backgrounds who will profit from the educational opportunities that Holmewood provides and who will contribute fully and enthusiastically to the wider life of the school. The school is subdivided into: the Pre-Nursery and Nursery (rising threes and rising fours); the Pre-Prep (ages 4 - 7); the Lower School (ages 8 - 10); and the Upper School (ages 11 - 13).

Applicants will be considered for entry to any year group and at any point in the School year, if places are available.

#### ENTRY PROCEDURE

**ENQUIRIES:** All enquiries are directed to our Registrar, who logs them onto our database. A Prospectus Pack can be requested which includes a covering letter, prospectus, Registration Forms and fee schedules.

Prospective parents are invited to visit the School for a meeting with the Headmaster and a tour of the School with the Registrar, which will enable you to get a feel for daily life at the school. We also hold an Open Morning each term, when you have a chance to meet current parents and senior pupils.

**REGISTRATION OF INTEREST:** Interested applicants are asked to complete a Registration Form and return it, along with the non-returnable registration fee (as set at the time of application) as soon as possible. Once received, applicants will be recorded as a registered pre-admission pupil with an allocated year and term of entry.

Places will be offered in order of registration assuming the applicant meets the admissions criteria. In the event of a year group being full, a child's name will be entered on a waiting list. The waiting list will be maintained in chronological order by date of registration. From time to time, the Headmaster reserves the right to offer places to siblings of current Holmewood House pupils, who may not be at the top of the waiting list.

#### ENTRY INTO THE PRE-NURSERY, NURSERY AND PRE-PREP:

Entry to our Nursery and Pre-Prep is non-selective. **Pre-Nursery/Nursery** children are invited for an informal visit to the Nursery with one or both parents. Most of the children who join our **Pre-Prep** (Reception, Year 1 and Year 2) are from our own Nursery and entry is automatic unless there are serious academic or behavioural concerns. Children wishing to join Holmewood from other schools at this age will be invited for a taster day. Their level of Literacy and Numeracy is assessed within the class and as part of the lessons which is used to inform us of the level at which they are working, together with giving an indication of any potential support they may require. It is also important that the Head of Pre-Prep can make a judgment on whether or not the child is likely to benefit from the education on offer. We request a copy of a recent school report and any additional educational reports (if applicable).

## **ENTRY TO THE PREP SCHOOL**

Children joining the Lower Prep School (Years 3-4) are invited for a taster day. They spend time in class with their peer groups so we can see how they perform in class and how they interact with their peers and the teaching staff. They are assessed informally in reading, spelling and mathematics during lessons to inform us of their ability level, and to outline any additional potential support they may require. We need to ensure that the child will be able to cope with the curriculum within our busy school day, and that the child will benefit from the opportunities that Holmewood provides and will contribute fully to the wider life of the school. We request a copy of a recent school report. For Upper Prep School pupils (Years 5-8), children sit an Assessment in English and Maths during the taster day so as to give us a better understanding of their current Learning levels, and to outline any additional potential support that they may require. Parents are required to complete a 'Learning Support' form prior to a taster day for all Prep school children to further support the application and to provide any additional information about the child's current learning.

Should the School decide to make an offer, a formal Offer Letter will be sent to the applicant with an Acceptance Form to complete and return along with the Acceptance Deposit as soon as possible.

If we do not hear back from applicants, who have been sent an Offer Letter, within the set timescales, we assume that they are no longer interested and the place may be offered to another child.

**OVERSEAS APPLICANTS:** Alternative arrangements can be made for overseas applicants. We will usually ask the child's current school to administer assessments tests on our behalf.

## **ADMISSIONS CRITERIA**

The admissions criteria are:

- i. success in the relevant entrance assessments; and
- ii. satisfactory performance during the taster day; and
- iii. a positive report from the applicant's present school (if applicable); and
- iv. commitment to the School's ethos as described in the School's aims:

[http://www.holmewoodhouse.co.uk/overview/school\\_information/aims\\_and\\_values/](http://www.holmewoodhouse.co.uk/overview/school_information/aims_and_values/)

We reserve the right to restrict the offer of places to children whom we feel can benefit from the broad and varied curriculum offered and make a positive contribution to the School community.

It is assumed that a pupil will automatically progress through the school, subject to him/her meeting the required standards of behaviour and progress.

## **EQUALITY, DIVERSITY AND DISABILITY**

All applicants for admission will be treated equally, irrespective of their, or their parents', race, sexual orientation, religion or belief, pregnancy or maternity, gender reassignment or any disability. Applicants will also be treated equally in respect of their parents' age, gender or marital or civil partnership status.

The School is inclusive and welcomes applicants with disabilities and special educational needs. The School currently has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 and Special Educational Needs and Disability Act 2001 in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.

Parents of a child who has any disability or special educational needs should provide the School with full details on registration. The School needs to be aware of any particular requirements which may affect a child's ability to participate in the admissions procedure and to take full advantage of the education provided at the School.

The School shall determine the reasonable adjustments that are required for the applicant based on the information provided, in accordance with the School's obligations under equality legislation. The School will consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the child and that the School can cater adequately for the child should an offer of a place be made.

### **SCHOLARSHIPS AND BURSARIES**

The School aims to encourage applications from candidates with as diverse a range of backgrounds as possible. Our annual scholarships assessments enable Holmewood to recognise, celebrate and reward excellence in those wishing to join the school. We offer academic scholarships and bursaries to children wishing to join us in Year 3 (subject to places being available). The programme aims to provide opportunities for children of high academic ability and good all-round potential to achieve. We would expect only children who are working at the top end of their year group in their current school to apply. We offer Academic, art, music, drama and sports scholarships and bursaries to external candidates wishing to join us in Year 7 (subject to places being available), who show exceptional ability in their field. For more information about our scholarships and bursaries, please see our website page:

[http://www.holmewoodhouse.co.uk/overview/fees/scholarships\\_and\\_bursaries/](http://www.holmewoodhouse.co.uk/overview/fees/scholarships_and_bursaries/)

### **CONTACT WITH PROSPECTIVE PARENTS**

All initial enquiries are logged onto our database from the first point of contact. This allows us to:

- Track their progress through the admissions process
- Analyse sources of enquiry for marketing purposes
- Allow for effective on-going communication
- Monitor and assess the uptake of places and design promotional activities accordingly

Our Registrar will keep regular contact with all prospective parents until this is no longer appropriate.

Our parents are made aware of our data protection registration and that their data will be stored in connection with their application for a school place only and will not be passed to third parties.

***For further information, please contact: The Registrar***

***Telephone: +44 (0)1892 860006 or Email: registrar@holmewoodhouse.co.uk***

***Last Revised: May 2019***