



FOUNDED 1879

# HALLFIELD SCHOOL

## ADMISSIONS POLICY

<b>Head Master</b>	Mr K Morrow	
<b>Chairman of Governors</b>	Mr T Venner	
<b>Staff member with responsibilities</b>	Head Master Admissions Manager	
<b>Subcommittee with responsibilities</b>	Education	
<b>ISI Regulatory Policy</b>	YES	
<b>Date adopted by Governing Body</b>	Signed	
	Date	Summer 2021
<b>Date for policy review</b>	Summer 2022 (unless new legislation requires amendment)	

*“Hallfield School promotes the safeguarding and welfare of children in its care;  
all policies support the Safeguarding Policy”*

All admissions and registrations to Hallfield School (the School) are coordinated by the Admissions Manager and the Head Master.

## 1. INTRODUCTION

The School believes that its Admissions & Registration Policy should be clearly and simply stated for the benefit of pupils and parents. This Policy sets out the process by which new pupils register for places at the School and are selected for admission.

The curriculum is evolving all of the time to reflect 'best practice' in education and improvements in facilities at the School. Parents and prospective parents should refer to the Curriculum Policy (available on the Web Site), the published prospectus, parent handbooks and updates on the website.

*This Policy should be read in conjunction with the Equal Opportunities Policy, Assisted Places (Bursary) Policy and the Scholarship Policy.*

- **The Parents**

The use of the word Parents for the purposes of this Policy means either or both of the parents of the pupil or the person/s with legal parental responsibility of the pupil as set out in the Registration Form and any person who subsequently agrees, with the consent of the School, to accept responsibility for the performance of these terms.

- **The Prospectus / Web Site**

The Prospectus and Web Site sets out many areas of general interest to parents including the School's aims, ethos and educational objectives. As stated in the Prospectus, it is not a contractual document and should therefore be read in conjunction with this Policy.

## 2. ADMISSION PROCEDURES

- **Entry**

Pupils may be admitted where there are places. Whilst most pupils will join at the beginning of a new school year (September), pupils are admitted during the school year if there are places and a pupil is moving from another school or into the area.

- **Criteria for Entry**

Pupils will be required to meet the criteria for admission as set out in the Admissions Procedures below for our 0-4 Provision (Hallfield *first* and Foundation), Pre-Prep (4-7 years), Prep (7-11 years) and Seniors (11-13 years). In the event of the demand for places exceeding the number of places, the following criteria will be applied for pupils who **MEET** the entry requirements:

1. Priority will be given to siblings of existing pupils;

2. Places will then be offered to pupils whose parents show a commitment to sign up the pupil to a Hallfield Education, through to Year 6 or Year 8;
3. Where the above criteria are met, the School will consider which potential pupils will benefit from, and contribute to, a Hallfield Education and participate in the full life of the School.

- **Registration**

The School will consider each application for registration once the Registration Fee has been paid and the School's Registration Form is completed in full. The Registration Fee is non-refundable, regardless of whether or not the application for registration is successful. Receipt of a Registration Form and Fee may not necessarily result in a place being offered.

Once a child has been registered for a place at Hallfield, depending on the stage of the school they wish to enter, the Admissions process will commence.

### **3. ADMISSION PROCEDURES**

#### **a. Entry into Pre-Prep (Reception, Year 1 and Year 2)**

When a parent completes a Registration Form and pays the Registration Fee for their child to be offered a place at the School, the Admissions Manager will contact the parent to arrange an assessment / taster day at Hallfield. The assessment day will usually be arranged for the same half-term in which the parent has completed the registration form for entry to Year 1 or 2. For entry to Reception, where the parent does not wish the child to start early in Hallfield *first* or Foundation, the child will be invited to attend a taster day in the Autumn Term of the academic year prior to the year of entry.

Parents should bring in their child to the main entrance, where the Admissions Manager will greet the parent and child and introduce the child to the Head of Pre-Prep and / or Director of Studies to show the child to the classroom where they will be working for the day and meet the class teacher.

Children should arrive in their school uniform from their current school, or alternatively be smartly dressed in home clothes if they are not yet of school age (for entry into Reception). Parents must ensure that all medical information, all SEND / behavioural issues, emergency contact details and allergy information is communicated with the Admissions Manager prior to leaving the child. The parents must also give permission for the School to contact the child's current school (where applicable) prior to the assessment day to ensure that Hallfield has a copy of the latest school report.

Reception children are observed, and staff complete a booklet one-to-one with the child to ascertain their personal, social and emotional development, physical development and communication and language development. It is expected that most children joining Reception will be meeting or are capable of meeting the age-related expectations in these EYFS prime areas of learning.

Children in Year 1 complete an independent piece of writing, a maths assessment, and read to the teacher as part of their assessment day. The teacher makes an assessment as to the child's current academic level and whether they are operating within the parameters of the current cohort.

Children in Year 2 complete an extended piece of independent writing and complete the New Group Reading Test (NGRT) online. They also complete a maths assessment on-line, in a one-to-one situation with a member of staff as part of their day

At the end of the assessment day, the parent will be advised where to collect their child from. The class teacher and / or Deputy Head: Head of Pre-Prep / Director of Studies / Head of Year will be able to give some brief and immediate feedback as to how the child has enjoyed their day and settled in.

For children seeking a place in the Pre-Prep, parents would expect to be contacted by the Admissions Manager within 5 school days, to confirm an offer of a place. If a parent wishes to accept the place, they should return the acceptance form and deposit within 10 working days.

#### **b. Entry into Prep (Years 3 – 6)**

When a parent completes a Registration Form and wishes their child to be offered a place at the School, the Admissions Manager will contact the parent to arrange an assessment day at Hallfield. The assessment day will usually be arranged for the same half-term in which the parent has completed the registration form.

Parents should bring their child to the main entrance, where the Admissions Manager will greet the parent and child and introduce the child to the Deputy Head: Head of Prep and / or Director of Studies or Head of Year who will show the child to the form room where they will undertake registration and meet the form they will be joining for the day.

Children should arrive in their school uniform from their current school. Parents must ensure that all medical information, SEND and behavioural information, emergency contact details and allergy information is communicated with the Admissions Manager prior to leaving the child. The parents must also give permission for the School to contact the child's current school prior to the assessment day to ensure that Hallfield has a copy of the latest school report.

Part of the day will involve the child joining in with the normal lessons and interacting with various teachers / other pupils throughout the day, including at playtimes and lunchtime.

During the day, the prospective child will be formally assessed on a one-to-one basis.

Prospective pupils for admission to Prep will complete two online tests – NGRT (Reading / comprehension) and PMT (Progress in Maths) this allows us to see where they sit within the year group's academic profile.

In addition, they will complete a piece of extended / creative writing and do one-to-one reading.

As part of the assessment process, we invite all prospective Prep children to bring into school a photograph or artefact of interest / relating to a hobby / their family / a favourite holiday, etc. During their visit day, Prep children will have a 10 minute interview with the Head Master, or member of the Senior Leadership Team, and this will be an opportunity to talk about themselves, their hobbies or about the artefact or photograph they have chosen to bring into school.

At the end of the assessment day, the parent will be advised where to collect their child from. The form teacher and / or Deputy Head: Head of Prep / Director of Studies will be able to give some brief and immediate feedback as to how the child has enjoyed their day and settled in.

For children seeking a place in the Prep, parents would expect to be contacted by the Admissions Manager within 5 school days, to confirm an offer of a place. If a parent wishes to accept the place, they should return the acceptance form and fee within 10 working days.

### **c. Entry into Hallfield Seniors**

Pupils already attending Hallfield School and making expected progress are guaranteed a place in Year 7 (the start of Hallfield Seniors). Parents are asked to confirm their acceptance of a place during the Spring Term prior to academic year in which Year 7 starts.

For a child new to Hallfield School, a parent must complete a Registration Form and submit this to the Admissions Manager. The Admissions Manager will contact the parent to arrange an assessment day at Hallfield. The assessment day will usually be arranged for the same half-term in which the parent has completed the registration form.

Parents should bring in their child to the main entrance, where the Admissions Manager will greet the parent and child and introduce the child to the Deputy Head: Head of Prep and / or Director of Studies.

Children should arrive in their school uniform from their current school. Parents must ensure that all medical information, SEND and behavioural information, emergency contact details and allergy information is communicated with the Admissions Manager prior to leaving the child. The parents must also give permission for the School to contact the child's current school prior to the assessment day to ensure that Hallfield has a copy of the latest school report.

During the day, the prospective child will be formally assessed on a one-to-one basis.

Prospective pupils for admission to Hallfield Seniors will complete an online assessment on English and Maths so that their standardised scores can be compared with national averages.

In addition to these, if a child is applying for an Academic Scholarship they will sit an English paper and a Maths paper. The English paper comprises a reading comprehension of a classic text, a short grammar, punctuation and spelling test and a creative writing task (80 minutes). The Maths paper will have two sections, one based on straight forward arithmetic and the second on understanding and application of mathematical reasoning and concepts.

During the day, children will spend a couple of hours in group activities and experience a school lunch. There will also be a short interview (10-15 minutes) with the Head Master.

At the end of the assessment day, the Admissions Manager will be able to give some brief and immediate feedback as to how the child has enjoyed their day and settled in.

For children seeking a place in the Seniors, parents would expect to be contacted by the Admissions Manager within 5 school days, to confirm an offer of a place. If a parent wishes to accept the place, they should return the acceptance form and fee within 10 working days.

Bursaries and Scholarships (Academic, Sports, Music, Art, Language) are available – details can be found in the Hallfield *Seniors* Curriculum Booklet.

#### **d. Entry to Hallfield *first* Nursery and Foundation Pre-School Provision for Children aged 3 months - 4 years old**

Hallfield School is a family school catering for children from three months to thirteen years old. Hallfield *first* Nursery and Foundation are the first stepping stones in a child's education at Hallfield School. They are 'early entry points' for children who are already registered for, and committed to, joining Hallfield School through to the end of Year 6 or Year 8. For children to be considered for entry into Hallfield *first* and Foundation, they must first register for Hallfield School (Pre-Prep), which starts at the Reception Year (the academic year in which a child has their fifth birthday).

Hallfield *first* caters for children from the age of three months and children move into Foundation from the September following their third birthday.

When parents have met with the Head of Pre-Prep and / or Head Master, visited Hallfield School and registered with the Admissions Manager for their child to start in the Reception Year, they may request a tour of the Nursery if they wish their child to start earlier in Hallfield *first*.

No formal evaluation of children entering Nursery or Foundation is undertaken, although parents are asked about their child's general development and any identified additional needs prior to a place being offered.

If a child is already attending another setting for example a day nursery or pre-school, then parents are asked to supply a copy of their child's learning and development progress record.

Providing the child has registered for entry to Hallfield School, if there are places available in Hallfield*first* or Foundation, offers of places are prioritised in accordance with the following criteria:

1. Younger siblings of children already enrolled and attending Hallfield School;
2. Younger siblings of children offered a school place at Hallfield School, who will take up their place at the same time or prior to the Nursery child starting;
3. First or only children who are committed to continuing their education until Year 8
4. First or only children who are committed to continuing their education until Year 6

Parents who have not signed up to Hallfield School at Reception are not normally offered a place for their child at Hallfield*first* or Foundation.

Children entering Hallfield*first* are usually required to attend for a minimum of three days per week. Children entering Foundation may join for a minimum of three days per week in the Autumn Term, but are expected to increase days attended throughout the year to four days in the Spring Term and they should be attending five days per week by the start of the Summer Term in preparation for their entry to Reception in the September following their fourth birthday.

Once parents have accepted a place they are invited to bring their child for settling in sessions prior to the agreed entry date.

Places which are not subsequently taken up by parents in accordance with the agreed date of entry may be offered to children on our waiting lists.

#### **4. FORMAL OFFER**

The formal offer to accept the child as a pupil is conditional upon the Head Master having evidence through the admission process (above) that the child has reached an appropriate standard both academically and socially. In addition to the above, the Head Master will also seek a report from the previous school or setting where they attended. The School will endeavour to admit all pupils who are likely to benefit from being a pupil at Hallfield. Once the Head Master is satisfied that these conditions have been fulfilled a formal offer may be made of a place at the School.

It is the School Policy not to discuss a child's performance in detail following their assessment and the School's decision is final.

Once accepted as a pupil at Hallfield, the pupil will automatically progress through the School, unless they are not making sufficient progress to access the curriculum at the required level in the next stage of the child's education. In the event of a concern being expressed by the School about a child's developmental progress a child may be supported through "reasonable adjustment", in the curriculum and additional support at home.

If the School feels that a child's progress and academic abilities mean that the curriculum is too demanding or inappropriate, an alternative school may be recommended by the Head Master.

In such an occurrence the School will seek to assist parents and the child in making a smooth transition to another school. Fees in lieu of notice will be waived to assist a child finding a new school.

An Acceptance Deposit of £350 is payable at the time of contract and will not be returnable if the place is not taken up (subject to the Parent Contract). The Acceptance Deposit is designed to demonstrate parental commitment to the School over several years.

A refund of the acceptance deposit, less any disbursements, is made at the end of Year 6 or Year 8, and this is made as a credit on the final invoice. Pupils who leave prior to Year 6, even when a full term's notice is served, will not normally receive a refund of the acceptance deposit.

The School will comply with all anti-discrimination legislation with regard to sex, race, disability and human rights and the protected characteristics.

The School keeps an up to date register of admissions in line with the Education Regulations 1995.

## **5. WAITING LIST PLACE**

If the School accepts an application for registration, the parent will be informed by letter. This ensures that a place will be held for the child on the waiting list.

## **6. FEES AND EXTRAS**

The current Registration Fee, Acceptance Deposit and other fees are set out in the General Information Booklet. These may be updated from time to time and parents will be notified in writing of any changes at least one term before they are introduced.

The fees cover all normal activities scheduled for pupils at the School, including most books, stationery and games, and transport to matches. Lunch is included in the fees. It is School policy that payment for music tuition is paid in advance and breakfast and after school care and speech and drama activities are paid in arrears. Parents will be advised of such costs.

Fees must be paid on the first day of term to which they relate or by guaranteed direct debit arrangement. Fees that are not settled by that date will incur a late payment surcharge of £50 per child for the first month (or part of). Additionally, further charges of £100 per child for each subsequent month (or part of) may be imposed should those fees continue to remain unpaid.

The School may suspend a pupil at any time for non-payment of fees unless parents have agreed alternative arrangements with the Director of Finance and Operations in advance of the first day of term. Additionally, siblings will not be offered a place within the School while School fees are outstanding.

## **7. SPECIFIC LEARNING DIFFICULTIES, DISABILITIES AND SUPPORT**

The School is committed to providing equality of opportunity through the creation of an environment in which individuals are treated on the sole basis of their relevant merits and abilities. Parents / guardians are required to disclose their knowledge of any specific learning difficulty or disability relating to their child on registration. International students for whom English is not their first language will be asked to sit an English Language test in order to establish if any additional support is required to enable them to meet their course requirements.

Hallfield is a selective school and as such educates pupils, on the whole, of above average ability, with a view for preparation for the selective secondary schooling found in Birmingham, such as the Foundation Grammar Schools and Independent Schools. The school makes reasonable adjustments to the curriculum to enable pupils with specific needs (eg – dyslexia) or physical needs to access the curriculum

## **8. BURSARIES (ASSISTED PLACES SCHEME)**

Hallfield School operates an Assisted Places Scheme for pupils entering the Prep (Year 3 and above) to enable pupils, who meet the required academic standard for entry but whose family circumstances cannot ordinarily meet the financial commitment of an education at Hallfield, an opportunity to apply to gain places at our School. All bursaries are means tested and reviewed annually. Details can be found in the Assisted Places (Bursary) Policy.

## **9. SCHOLARSHIPS**

**Scholarships are available for pupils entering Year 3 (Prep), and provided there are scholarships available, where they are carried through to Year 6 / Year 8 provided the child is making expected progress and demonstrating a commitment to Hallfield School and standards of behaviour / expected levels of attendance are met.**

Academic, Sport, Art, Modern Foreign Languages and Music Scholarships are available for children entering the Seniors.

Details of the Scholarship Policy are available from the Admissions Manager or Head Master.

## **10. WITHDRAWAL**

A full term's notice is required before **the first day of term** to withdrawal a pupil from the School after acceptance of a place, or for removal at any time during the pupil's education at the School. A full term's fees become payable in the absence of this notice period being given above.

If a parent, subsequent to accepting a place at Hallfield and signing the parent contract, chooses not to take up the place, then fees in lieu of notice are chargeable, even if the pupil has not yet started.

The Admissions Manager will ensure that the Local Authority are notified when a pupil is about to be removed from the school's admission register at a non-standard transition point under any of the 15 points in Annex A (page 20) of 'Children Missing Education – Statutory Guidance for Local Authorities, September 2016'. The Admissions Manager will also ensure that the Local Authority are informed within five days of any pupil who is added to the admission register at a non-standard transition point.

The statutory guidance can be viewed at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550416/Children\\_Missing\\_Education\\_-\\_statutory\\_guidance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf)

## **11.MISBEHAVIOUR AND EXCLUSIONS**

Details of the School rules, expectations of pupils' behaviour and exclusion procedure are detailed in the School's Behaviour Policy.