



PRAESTAT OPES SAPIENTIA

# HAMPTON SCHOOL

## Admissions Policy & Procedures

This policy can be made available in large print or other accessible format if required.

### Introduction

1. Hampton School is an academically selective day school for boys aged 11-19 years maintaining an all-round approach to education.
2. The Headmaster is responsible for admissions and the operation of this policy.
3. The aims of this policy are:
  - (i) To ensure compliance with the School's charitable purposes.
  - (ii) To set selection criteria and procedures that are consistent with this charitable purpose and fair to all applicants.
  - (iii) To identify applicants whose academic and other abilities appear to match the ethos and standards of the School and whose personal qualities suggest they have the potential to contribute sufficiently to the school community and benefit from the many opportunities that are offered here.
4. The selection criteria and interview procedure are determined and reviewed annually by the Governors of the School. Admissions procedures are audited annually by a Hampton School Governor
5. The policy and admissions procedures are carried out in accordance with the Equality Act and are reviewed annually by the Senior Management Team and the Governors of the School. No applicant will be treated less favourably during the application process or during assessment on the grounds of their skin colour, race, nationality or ethnic or national origin, gender, religious faith, disability, orientation or socio-economic group.

### Special Education Needs and Disability

6. The School is inclusive and welcomes applicants with disabilities and special educational needs. It promotes a positive culture towards inclusion of disabled people and those with special educational needs and it will not treat an applicant less favourably on these grounds. However, at present, its facilities, physical and otherwise, for the disabled and those with special educational needs are limited but the School will do all that is reasonable to comply with its legal and moral and responsibilities under the *Equality Act 2010* and the *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.

Date updated	September 2015	Date ratified by Governors	October 2015
Date for next review	September 2016	Reason for review	Annual Review

7. The School must be made aware of any known disability or special educational need which may affect a child's ability to participate in the admissions procedure and take full advantage of the education provided at the School. Parents or guardians of an applicant who has any disability or special educational needs will be required to disclose full written details during the admissions process and will be asked to complete a Confidential Pupil Information form. All relevant information must be provided to the Headmaster at least six weeks before attending an entrance examination at the School. Additional information may be requested.
8. The School needs this information so that, in the case of any applicant with particular needs, staff can assess those needs and make sure the School can provide adequately for them throughout the admission process (including at interview, on attendance at the School and during the external entrance examination, as appropriate).
9. The School will consult with parents or guardians about the adjustments which can reasonably be made for the applicant both during the admission process and later as a pupil should the offer of a place be made.
10. The School will do all that is reasonable to ensure that the information and application procedure is accessible for disabled applicants and will make such reasonable adjustments as necessary. Similarly, if special educational needs or a disability become apparent after a place at the School has been accepted, the School will consult with the parents about adjustments which can reasonably be made in order to allow the pupil to continue at the School. If an undisclosed special educational need or disability becomes apparent after a place at the School has been accepted, the School reserves the right to withdraw the offer of a place.

### **Bursaries and Scholarships**

11. The School welcomes applications from boys whose parents cannot afford the fees in full or in part. Bursaries are means-tested. Scholarships are awarded on merit irrespective of means. A boy may hold both a Bursary and a Scholarship. The Bursar is available to advise parents considering an application for a Bursary in advance of the application being made. Please see the School's Guidance on Bursaries which is available on request.
12. The award of a scholarship recognises an applicant's exceptional promise in academic work or in art, music, or some other field to which it relates. Scholarships are awarded on entry at 11+ and 13+. A scholarship may provide a partial remission of a percentage of annual tuition fees. Please see the School website for further information and guidance on scholarships.
13. Every Bursary, Scholarship and any other award is a discretionary privilege and is subject to conditions, most notably the requirement for pupils to apply themselves fully to realise the benefit of the award. Please see the School's Terms & Conditions and the School's Scholarships and Bursaries Conditions of Award for further details, copies of which can be obtained from the Admissions Office.

### **Entry Points**

14. The usual entry points are 11+, 13+ and Sixth Form, although pupils may be accepted at other points if places are available. Offers made are not transferable from one entry point to another.
15. For the purposes of entry, applicants' ages are calculated according to UK custom. The School does not rigidly apply the 1 September birthday watershed for determining the

applicant's eligibility for entry, but an applicant whose birthday falls after 1 September in the year of entry will need to demonstrate that he is of sufficient maturity to cope with the academic and social demands of the School.

16. Occasionally, an applicant may have fallen behind in his/her education due to illness, time spent abroad, etc. In such a case, the School may offer a place in a year lower than the applicant's age would normally imply. Occasionally, the School may also offer an outstanding applicant a place in a year ahead of his/her chronological age group. Parents or guardians will be consulted before such an offer is made, but the decision as to the appropriate year for the applicant, taking into account all the relevant circumstances, is a matter for the Head, whose decision is final.

## **Admissions Procedures**

17. An Open Morning is held each September and Visitors' Afternoons are held throughout the year. Parents or guardians of prospective applicants are encouraged to attend these events which include a tour of the School and the opportunity to meet with members of staff, with the prospective applicant prior to applying for admission in order to assess the suitability of the School for the prospective applicant.
18. Parents or guardians of all applicants for all years must complete a Registration Form and pay the appropriate Registration Fee. The Registration Fee is set as a payment towards the costs incurred by the School in administering the admissions process before the offer of a place is made and is non-refundable irrespective of whether or not the registered child actually attends the external entrance examination or Sixth Form Interview.
19. All relevant dates for the admissions timetable are shown in the 'Further Information' booklet contained in the School prospectus and on the School website.
20. **Entry at 11+**
  - a) Boys are required to sit the School's 11+ entrance examination in Year 6. The examination comprises written examinations in Mathematics; English Response and Composition; and Words and Reasoning.
  - b) Alternatively, boys in Year 5 may apply for an Advance Place for 11+ entry. Applicants are required to sit the School's 10+ entrance examination which comprises written examinations in Mathematics; English; and Reasoning.
  - c) The 11+ and 10+ entrance examinations are designed on the same principles but suit the different age-groups.
  - d) Applicants who perform sufficiently well in the 11+ entrance examination will be invited to interview and a report from the Head of the applicant's current school will be requested. There is no interview at the 10+ examination stage but a report from the Head of the applicant's current school will be requested
  - e) Applicants who reject or are not offered an Advance Place in Year 5 may sit the 11+ examination completely afresh the following year. Applicants who accept an Advance Place need take no further examination for entry at 11+ but may, if they wish, sit the 11+ examination for the purposes of application for an academic award or bursary.

- f) Applicants who are not successful in the 10+ examination may not subsequently sit the 13+ Pre-test for entry at 13+.

**21. Entry at 13+**

**Year 6 Pre-test**

- a) Boys are required to sit the School's written Pre-test in Year 6. This examination is similar in structure to the entrance examination sat by boys for entry at 11+ (see above).
- b) Applicants who perform sufficiently well in the entrance examinations will be invited to interview and a report from the Head of the applicant's current school will be requested. Any offer of a place is conditional on a satisfactory performance in the Common Entrance Examination or Common Scholarship Examinations.

**Year 7 Pre-test**

- a) If an applicant is unsuccessful in the Year 6 Pre-test, he may sit again completely afresh the following year. The Year 7 Pre-test is also open to new applicants from preparatory schools who have not sat the School's entrance examinations before.
- b) The Year 7 Pre-test assessment process is similar in structure to the Year 6 Pre-test. Any offer of a place will be conditional on a satisfactory performance in the Common Entrance Examination or Common Scholarship Examinations.
- c) Offers made for 13+ entry are not transferable from one entry point to another (the offer of a place into the Third Year at 13+ may not be transferred to entry into the First Year at 11+).

**22. Entry from Denmead School: Assured Place Scheme**

- a) Pupils in the Pre-prep are eligible to be considered for an Assured Place at Hampton School from Year 2 which enables them to transfer to Hampton School at the end of Year 6. The assessment for an Assured Place is carried out at Denmead School and a report on good behaviour and academic motivation from The Headmaster of Denmead School will also be sought. Pupils at Denmead School who do not secure an Assured Place in Year 2 are eligible to be considered for an Assured Place from Year 3 until the end of Year 5
- b) Pupils entering Denmead School from Year 3, are also eligible to be considered for an Assured Place at Hampton School which enables them to transfer to Hampton School at the end of Year 6. The assessment for an Assured Place is carried out at Denmead School and a report on good behaviour and academic motivation from the applicant's current school will also be sought. The offer of an Assured Place is subject to the applicant joining Denmead School and attending Denmead School until the end of Year 6
- c) Boys at Denmead who have not gained an Assured Place by the end of Year 5 may sit the School's 11+ entrance examinations (see above)

- d) Boys who are awarded an Assured Place must sit the 11+ entrance examination if they wish to be considered for a scholarship or bursary
- e) If a boy fails to maintain a suitable level of effort and attainment over a prolonged period at any time following the offer of an Assured Place, the Headmaster of Denmead School may recommend to the Headmaster of Hampton School that the place be revoked
- f) The offer of an Assured Place is subject to the applicant attending Denmead School until the end of Year 6

### 23. **Sixth Form Entry**

- a) We welcome external applications for the Sixth Form and like to meet and advise boys during their Fifth Year (Year 11).
- b) Applicants are required to provide a one-page personal statement on registration, outlining their reasons for applying, their university and career aspirations and how they will contribute to the Hampton School community. A copy of the applicant's most recent school report and details of predicted GCSE grades are also required.
- c) The School will request a reference (covering all-round achievements, conduct and academic potential, including his predicted grades at GCSE) from the Head of the applicant's current school.
- d) Applicants will be invited to attend an assessment day based on their personal statement, current Head's report and predicted GCSE grades. Not all applicants will be invited for assessment.
- e) The assessment day includes an online aptitude test together with a short question paper in each of the three subjects the applicant wishes to study at A level.
- f) Applicants who perform well in the entrance examinations will be invited to interview. Subject interviews are academic in nature.
- g) Any offer of a place will be conditional on specified grades being achieved at GCSE. Applicants are generally expected to have gained a strong list of GCSE passes including Mathematics and English with at least 6 GCSE passes at A\*/A grade. A\*/A grades at GCSE are generally required in all subjects to be studied at A level.
- h) Overseas applicants who have not followed the GCSE or IGCSE syllabus will need to demonstrate that they have sufficient knowledge of the subjects they wish to study in the Sixth Form and may be required to undertake further written assessments.
- i) All written assessments must be taken at the School.

### **Admission during the year or in unusual circumstances**

Applications for entry during the academic year or into the Second and Fourth Years (Year 8 and Year 10) are accepted at the discretion of the Headmaster subject to places being available.

A copy of the applicant's latest school report will be requested and he will be asked to attend for assessments and an interview.

## **Interviews**

24. The interview for entry at any stage is only one of a number of the selection criteria.
25. The aim of the interview will be to explore the academic capabilities of the applicant, his/her hobbies and interests and his/her maturity and comprehension. The style of the interview is intended to be informal and natural.

## **Selection**

26. The preconditions for admission are that:
  - The applicant is of the appropriate age and sufficient maturity.
  - The School is able to provide adequately for any learning difficulty or special educational needs (if any) the applicant may have, making reasonable adjustments where necessary.
  - The School, having made reasonable adjustments, has the capacity to cope with any disability the applicant may have.
  - The present school reports satisfactory attitudes and conduct on the part of parents or guardians and the applicant.
  - Fees (if applicable) at the present school have been paid to the best of Hampton School's knowledge.
  - The applicant has the legal right to live and study in the UK, or for those aged 16-18 will be sponsored by the School to do so.
  - Following entry to the School, the applicant will reside during term time within a reasonable daily travelling distance from the School with his/her parents or legal guardian (or in the case of those aged 16-18 with an authorised education guardian).
27. The academic criteria for selection for the School are:
  - for external applicants, success in the relevant external entrance examinations (including Common Entrance Examination or Common Scholarship Examinations, as appropriate) and for Sixth Form entry, achieving the required grades at GCSE; and
  - a positive confidential reference from the applicant's present school; and
  - for all external applicants a satisfactory interview at the School; and
  - for Denmead School applicants, being judged suitable for progression to the School by continuous assessment of their work and by success in the entrance examinations, as required; and
  - commitment to the School's academic, extra-curricular, pastoral & co-educational ethos as described in the School's aims.
28. Subject to section 26 above, preference will be afforded to applicants who demonstrate special aptitudes or gifts. The School is looking for intellectually strong and balanced pupils and those with talents in sports, music and the arts, and for pupils who will benefit from the educational provision the School offers and contribute to school life.

Decisions regarding the offer of places, bursaries and scholarships are made by the Admissions Committee.

### **Records and review**

29. The applicants details will be held on file with due regard to the Data Protection legislation and the School Data Protection Policy.