



## Admissions Policy & Procedures

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

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## 1. Introduction

- 1.1 Hampton Pre-Pre & Prep School (the School) is a day school for boys aged 3 to 11 years and for girls from 3 to 7 years, maintaining an all-round approach to education.
- 1.2 The Hampton Pre-Pre & Prep Headmaster is responsible for admissions and the operation of this policy.
- 1.3 The aims of this policy are:
  - 1.3.1 To ensure compliance with the Hampton School Trust's charitable purposes. To set selection criteria and procedures that are consistent with this charitable purpose and fair to all applicants.
  - 1.3.2 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 to the School community and to benefit from the many opportunities offered by the School.
- 1.4 The Hampton School Trust (the Trust) Governing Body reviews the School's admissions procedures and selection criteria annually. A Governor of the Trust audits the admissions procedures annually.
- 1.5 The policy and admissions procedures are carried out in accordance with the Equality Act and are reviewed annually by members of the School's Leadership Team and the Governors of the Trust. 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, religion or belief, disability, sexual orientation or socio-economic group.

This policy has been written with regard to the following documentation, each of which is available from the School, either through the website or on request:

- Equality, Diversity & Inclusion Policy (inc. Accessibility Plan and Transgender Guidance)
- Special Education Needs and Disability Policy
- English as an Additional Language (EAL) Policy

## 2. Special Education Needs and Disability

- 2.1 The School is inclusive and welcomes applicants with disabilities and special educational needs, promoting a positive culture towards inclusion. The School will not treat such applicants less favourably on these grounds. The School will do all that is reasonable to comply with its legal and moral responsibilities under the *Equality Act 2010* and the *Special Needs and Disability Act 2001* in order to accommodate the needs of applicants who have disabilities or needs for which, with reasonable adjustments, the School can cater adequately.
- 2.2 The School must be made aware of any known disability or special educational need that may affect a child's ability to participate in the admissions process. Parents or responsible adults of an applicant who has any disability or special educational need will be required to disclose full written details during the admissions process. All relevant information must be provided to the Admissions Office at least eight weeks

before attending an entrance assessment at the School. Additional information may be requested.

- 2.3 The School needs this information so that, in the case of any applicant with a disability or special educational need, staff can assess these and where possible take reasonable steps to make sure the School can provide adequately for them throughout the admission process (including at interview, on attendance at the School and during the entrance assessment, as appropriate).
- 2.4 The School will consult with parents or responsible adults about the adjustments that can reasonably be made for the applicant both during the admissions process and later, as a pupil, should the offer of a place be made.
- 2.5 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 education needs or a disability become apparent after a place at the School has been accepted, the School will consult with parents about adjustments that can reasonably be made in order to allow the pupil to continue at the School.

### **3. Entry Points**

- 3.1 The two main points of entry to Hampton Pre-Prep & Prep are at 3+ (Kindergarten) and 7+ (Year 3).
- 3.2 For the purposes of entry, an applicant's age is 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 academic year of entry will need to demonstrate that s/he is of sufficient maturity to cope with the academic and social demands of the School (and the relevant entry point).

### **4. Admissions Procedures**

- 4.1 A prospectus is available to parents on request and can either be collected in person or posted to the prospective parents. This contains information about the School, photographs and contact details for the School Registrar.
- 4.2 The School holds an Open Morning during September followed by a series of Open Mornings throughout the year for parents of prospective pupils and their children.
- 4.3 We actively encourage parents to visit Hampton Pre-Prep & Prep while the School is in progress so that they can see how we operate and gain a feel of the interaction between the staff and the children. Parents are asked to telephone the School Office to make an appointment to see the Hampton Pre-Prep & Prep Headmaster or the Head of Pre-Prep as appropriate, in order to discuss their child's admission to the School. No child is admitted until personal contact has been made.

Once the child has been admitted, parents are asked to keep in close contact with the teaching staff, to ensure that each child's transition to Hampton Pre-Prep & Prep goes

smoothly. We want the children to feel safe, stimulated and happy and to feel secure and comfortable with the staff. We also want parents to have confidence in both their children's wellbeing and their role as active partners with the School.

- 4.4 Each year the majority of children join the School in September, therefore, with this in mind, we hold a New Pupils' Morning in the second half of the preceding Summer Term to assist the settling in of all new pupils. Home visits are carried out for children joining Kindergarten.

## **5. Entry at 3+ (Pre-Prep)**

- 5.1 At 3+ pupils start in Kindergarten from the September following their third birthday. They attend the morning sessions and have the option of attending one to five afternoon sessions during each week. In order to attend afternoon sessions a child must attend all five morning sessions. It is our strong recommendation that children attend the setting for five mornings.
- 5.2 Children may be registered for entry at any time after their birth. Early registration is recommended. Entry is subject to a child meeting the admissions criteria. All applicants are required to attend a play session and the child will be assessed on his/her interaction with the other children.

## **6. Entry to the Pre-Prep at other ages**

- 6.1 Early registration is recommended. Applicants seeking places into Reception, Years 1 and 2 always meet the Head of Pre-Prep and/or the Head of Learning Support (Pre-Prep) prior to entry.
- 6.2 Entry for new pupils to Reception: Applicants are required to attend the School to spend time with their prospective classmates. During this time, we seek to establish overall academic potential through predominantly skills-based teacher-led assessments.
- 6.3 Entry for new pupils to Years 1 and 2: Applicants are required to attend the School to spend time with their prospective classmates. Assessments of overall academic potential are carried out with age appropriate emphasis on the child's developing progress in English and Mathematics. The School will also request a report from the applicant's current school.
- 6.4 Places in Reception, Years 1 and 2 will be offered to applicants who meet the required standard at the discretion of the Hampton Pre-Prep & Prep Headmaster in close collaboration with the Head of Pre-Prep. The School reserves the right to change the standard required.

## **7. Entry to the Prep (Year 3 to Year 6)**

- 7.1 It is assumed that boys currently attending the Pre-Prep will automatically progress to the Prep School, subject to him meeting the required standards of behaviour and progress.
- 7.2 Boys seeking entry into Year 3 and above from outside the School are required to take assessments and they will also meet with the Hampton Pre-Prep & Prep Headmaster

and members of the Senior Leadership Team. The School will also request a report from the boy's current school. Entry to the Prep School will be subject to a boy achieving the required standard. The School reserves the right to change the standard required.

## **8. Interviews**

- 8.1 The interview for entry at any stage is only one of a number of the selection criteria.
- 8.2 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.

## **9. The pre-conditions for admission include the following:**

- 9.1 The applicant is of the appropriate age and sufficient maturity.
- 9.2 The School is able to provide adequately for any learning difficulty or special educational need (if any) the applicant may have, making reasonable adjustments where necessary.
- 9.3 The School, having made reasonable adjustments, has the capacity to accommodate any disability the applicant may have.
- 9.4 The present school (where applicable) reports satisfactory attitudes and conduct on the part of parents or responsible adults and the applicant.
- 9.5 Fees (if applicable) at the applicant's present school have been paid to the best of the School's knowledge.
- 9.6 The applicant has the legal right to live and study in the UK.
- 9.7 Following entry to the School, the applicant will reside during term time with their parents or responsible adult within a reasonable daily travelling distance from the School.

The criteria for selection for the School include the following:

- a. Where applicable, success in the relevant entrance assessments; and
- b. Where applicable, a positive confidential reference from the applicant's present school; and
- c. Satisfactory outcomes of the required play sessions, meetings or interviews, as applicable; and
- d. Commitment to the School's ethos as described in the School's aims.
- e. The School reserves the right to restrict the offer of places to children whom we feel would positively cope with the demands and expectations placed on them.

## **10. Pre-Prep and Prep Waiting List places**

10.1 Some children will be offered a waiting list place, however, should the wait time exceed more than nine months for a place in the Pre-Prep or Prep, for the sake of all candidates seeking a place at our School at that time we would invite the child to attend another assessment.

## **11. Entry to Hampton School from Hampton Pre-Prep & Prep School: Assured Place Scheme**

11.1 The School operates an Assured Place Scheme for boys attending Hampton Pre-Prep & Prep who wish to be admitted to Hampton School. The details are as follows:

Pupils at Hampton Pre-Prep & Prep are eligible for an Assured Place from Year 2 onwards.

If awarded, an Assured Place enables them to transfer to Hampton School at the end of Year 6. The Hampton Pre-Prep & Prep Headmaster provides the Assured Places Panel with results of nationally standardised academic assessments conducted at Hampton Prep.

A written report is provided on each eligible pupil's academic and all-round potential, and behaviour. Pupils at Hampton Prep School who do not qualify for an Assured Place in

Year 2 are eligible for consideration for an Assured Place from Year 3 until the end of Year 5. Boys at Hampton Prep School who have not been awarded an Assured Place by the end of Year 5 may sit Hampton School's 11+ entrance assessments which take place at the Senior School.

11.2 Pupils entering Hampton Pre-Pre & Prep School from Year 3 onwards 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 Hampton Prep School and a report on good behaviour and academic motivation from the applicant's current school will be sought.

11.3 The offer of an Assured Place is conditional upon the applicant attending Hampton Prep School until the end of Year 6. If an applicant leaves Hampton Prep School before the end of year 6 for any reason, the offer of an Assured Place will be withdrawn.

11.4 Boys who are awarded an Assured Place must sit the Hampton School 11+ entrance assessment in Year 6 if they wish to be considered for a Bursary or Scholarship.

11.5 If a boy fails to maintain a suitable level of effort, attainment or conduct over a prolonged period following the offer of an Assured Place, the Hampton Pre-Prep & Prep Headmaster may recommend to The Headmaster of Hampton School that the offer of an Assured Place should be withdrawn.

## **12. Applications from Non-British Nationals**

- 15.1 The School welcomes applications from all non-British nationals who are, or who will be, lawfully resident in the United Kingdom prior to the commencement of their studies without the need for the School to apply for a Confirmation of Acceptance for Studies certificate (CAS) from the Home Office.
- 15.2 In exceptional circumstances, an application for a CAS may be submitted; this will be determined on a case-by-case basis and at the sole discretion of the Hampton Pre-Prep & Prep Headmaster.

## **13. Complaints**

- 13.1 The School's Complaints Procedure is available on our website. The Complaints Procedure is not available to prospective parents. Should a prospective parent have a concern, this should be raised with the Registrar in the first instance.

## **14. Records and review**

- 14.1 Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice and Records Management Policy.
- 14.2 Where the School is concerned that there has not been honest disclosure about a matter pertinent to a candidate's application, the School reserves the right to withdraw the offer of a place.