



## Admissions Policy

This policy applies to all pupils of Abbot's Hill, including EYFS.

### 1. Introduction

1.1 The school welcomes applicants from all backgrounds for both the Senior School and the Prep School (including EYFS). All candidates for admission will be treated equally, irrespective of their or their parents' race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, orientation, property, birth or other status.

1.2 The school offers a number of scholarships and bursaries and attracts pupils from a large geographical area.

### 2. Admissions: - General Information

2.1 We are delighted to receive an application for a prospective pupil at any stage; children for Abbot's Hill Day Nursery, Prep School or Senior School can be registered from birth.

2.2 It should be noted that there is a deadline for applications for Year 7 each year; this is usually 1 December of the year preceding that of entry.

2.3 In order to register your child for the **Prep or Senior School** please complete the Registration Form and send it, together with a cheque for £100 - the Registration Fee (non-returnable), payable to Abbot's Hill Limited. We shall write to you confirming receipt and your child's name will then be placed on the Entry List.

2.4 A girl who is on roll for the Prep School is automatically registered for the Senior School without a further Registration Fee.

2.5 Registrations are accepted at any time; although where a year group is currently full you would be advised by the Registrar that your application would be held until a place becomes available.

2.6 To apply for a place at the **Day Nursery**, please complete the Nursery Application Form (available online). If your required days are available, the Nursery Manager will contact you to make a non-refundable deposit payment of the first month's fees. For further details about our Day Nursery please contact the Nursery Manager on 01442 839103 or email: [nursery@abbotshill.herts.sch.uk](mailto:nursery@abbotshill.herts.sch.uk)

### 3. Disability and Special Educational Needs

3.1 The school currently has limited facilities for the disabled. However the school 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.

3.2 The school needs to be aware of any known disability or special educational need 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.

3.3 Parents of a child who has any disability or special educational needs should provide the school with full details prior to the admissions procedure, at registration, or subsequently before accepting the offer of a place.

3.4 The school needs this information so that, in the case of any child with particular needs, the school can assess those needs and consult with parents about:

- the adjustments which can reasonably be made to ensure that the application procedure is accessible for the child
- and assess whether the school can cater adequately for the pupil should an offer of a place be made.

3.5 The school will do all that is reasonable to ensure that the information and application procedure is accessible for disabled candidates and will make such reasonable adjustments as necessary.

#### **4. Entrance Assessments**

4.1 The Entrance Tests, where applicable, and procedures are designed to suit the age of the candidate and aim to test future potential as well as present attainment. For the older pupils, verbal and written reports from candidates' current schools, together with interviews, play an important part in the selection procedure. Abbot's Hill School is an academically successful school. Our selection procedure is designed to identify pupils who will benefit from a broad and balanced education and make a positive contribution to the school.

#### **5. Admissions Procedure - Day Nursery/Pre-School**

5.1 Entry to the Day Nursery/Pre-School can take place at any stage from the age of 6 months provided that there is a space available. There are no formal assessment, interview or testing arrangements for entry into our Day Nursery/Pre-School. To apply for a place at the Day Nursery, please complete the Nursery Application Form (available online). If your required days are available, the Nursery Manager will contact you to make a non-refundable deposit payment of the first month's fees.

#### **6. Admissions procedure – Prep School**

6.1 The usual age for entry to The Prep School is rising 5 (the academic year in which the child's fifth birthday will fall) or 7+. Admissions are usually in the Autumn Term but children may also enter the school at any other stage provided that there is a space available. This may be at the start of a term or part way through a term.

#### **7. Admissions procedure - Reception**

7.1 There are no formal assessments, interview or testing arrangements for entry into Reception. Children are invited to the school for a session or a day's visit to allow them to familiarise themselves with the school's surroundings. This also provides an additional opportunity for questions to be answered.

#### **8. Entry for Years 1 – 6**

8.1 We shall contact you during the year before the proposed entry date shown on the Registration Form.

8.2 Once registered, we will contact you to arrange a two day visit for your daughter and then ask your child's present school for a reference. The two day visit takes the form of a taster day and

an assessment day. On both occasions girls have the opportunity to spend time with their peers, familiarise themselves with the school's surroundings and experience life as an Abbot's Hill girl.

## **9. Admissions procedure – Senior School**

9.1 Admissions to The Senior School are normally in the Autumn Term. The usual age for admission is 11+ (Year 7). Children may also enter the school at any other stage provided that there is a space available. This may be at the start of a term or part way through a term.

9.2 Unless your daughter is at Abbot's Hill Prep School we shall contact you between one and two years before the proposed entry date shown on the Registration Form in order to obtain your confirmation of continuing interest.

9.3 We shall write to your daughter's current school for a reference and arrange for an interview prior to the entrance exam.

9.4 The Entrance Assessment for external candidates takes place at Abbot's Hill in the January preceding the September of the proposed entry date. Details of the papers set may be obtained from the Registrar.

9.5 Academic and Specialist Scholarship Assessments take place in January or February.

## **10. Bursaries**

10.1 Bursaries may be available for pupils applying particularly for entry to Year 7 at the Senior School. In addition the Governors' Bursary Committee will occasionally consider bursaries to enable girls to join the school in the Prep School if funds permit.

10.2 In common with other fee paying schools, bursaries are strictly means tested. It is usual for financial support to remain in place throughout a girl's time at the school, but each award is reviewed annually and adjusted in the light of any changes in financial circumstances. Bursaries provide support for basic fees (see school fees); however, disbursements are payable as normal.

10.3 Financial hardship bursaries may be considered should parents' financial circumstances temporarily worsen whilst a child is at the school.

10.4 To provide a guideline – families whose net income after tax is in excess of £37k would normally be well outside the parameters set by the Bursary Committee.

10.5 In order to be considered for a bursary, an application for entry to the school should be made accompanied by a completed confidential statement of financial circumstances. Parents are also given opportunity to discuss their situation and individual needs with the Bursar, which conversations are totally confidential. Home visits may be required in some circumstances.

10.6 Girls are next invited to sit the Entrance Assessment. A good performance is required in these assessments as success in the selection procedure is part of the consideration for bursary awards.

10.7 Bursary awards are then decided by a small Bursary Committee made up of Governors, the Headmistress and the Bursar. Every award is made on an individual basis based upon the financial needs of the applicant. Whilst awards are normally tenable throughout a girl's time at the school, they are subject to good conduct and progress.

10.8 Please be aware that all bursary information is treated as highly confidential. Members of the teaching staff are unaware which pupils have been awarded bursarial assistance. Any bursary offered to a pupil should also remain strictly confidential between the parents and the school.

## **11. Scholarships**

11.1 We are in the fortunate position to be able to offer a number of small scholarships to Year 7 entrants each year if there are suitable candidates for Academic or Specialist Scholarships in Art, Drama, Music or Sport.

11.2 Suitable candidates, identified from the results from the entrance assessments, the interview and the report from the current school are invited to sit the Academic Scholarship\* assessments. Each girl will be invited to participate in English, Mathematics and Science. These assessments will be more open ended, and are designed to select the academically gifted student.

## **12. Specialist Scholarships\***

### **12.1 Art**

Candidates for an Art Scholarship are asked to bring a portfolio of their work to discuss with the Head of Art and Design, and are given a specific task to accomplish.

### **12.2 Drama**

Candidates will be expected to:

- Attend an interview and audition performance of a solo speech of approximately 2 minutes
- Participate in a drama workshop; and
- Write a letter outlining her passion for and achievements in drama. She should include in her letter previous drama and /or musical theatre experience, including her participation in: school plays (and roles), arts festivals, drama clubs, LAMDA grades.

### **12.3 Music**

Candidates are expected to take an audition with the Director of Music, in their chosen instrument(s) or vocally. Instrumentalists should be minimum Grade 4 level, and singers should be experienced and have potential. We are looking for enthusiasm and musicality as well as a commitment to the musical life of the school.

### **12.4 Sport**

Candidates will be expected to participate in an endurance run, agility test and a timed sprint; and will also be assessed on their netball ability and participate in a field lacrosse session. If the applicant has previously played netball, she must be in the school's 'A' team and/or be of an exceptionally high standard in an alternative sport. Candidates may show additional sports e.g. tennis, dance, gymnastics if they are of a very high standard. We are looking for versatile athletes who can represent the school in a variety of sports; candidates must be passionate and committed to their sporting endeavours. There is an expectation that scholars regularly attend the extra-curricular sporting programme and competition schedules; they are expected to represent Abbot's Hill in a range of sports. As part of the application, candidates should provide a letter and/or résumé outlining their current participation in sport and previous achievements.

\* Scholarships take the form of a percentage reduction of school fees usually between 5-10% and are held for the time your daughter remains at Abbot's Hill, subject to continuous progress judged to be satisfactory in the view of the Headmistress..

**Signed:**

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Review Date: November 2019 or earlier if major change requires

*Elizabeth Thomas .*

Elizabeth Thomas

**Headmistress**