



ADMISSIONS POLICY

The 'School' refers to all staff and pupils in Abbot's Hill School, which includes the Early Years/Foundation Stage (EYFS), the Pre-Prep, Prep and Senior School.

The term 'parent' refers to those who have a parental responsibility for a child.

MONITORING AND REVIEW

Person Responsible	Director of Marketing & Admissions
Reviewed with	Exec
Final Signatory	Head
Frequency of Review	Annual
Date of Last Review	November 2023
Date of Next Review	June 2024

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ABBOT'S HILL SCHOOL ADMISSIONS POLICY

Abbot's Hill School (a member of the Girls' Schools Association) is an independent day school for girls from ages six months to 16 years and boys from ages six months to four years, attracting pupils from a large geographical area. Deciding on the right school for a child is of the highest importance. We are committed to providing parents with all the information required to make an informed choice. We strongly recommend arranging a visit by contacting our Admissions Team (admissions@abbotshill.herts.sch.uk) who will arrange a personalised tour. A visit will enable parents to appreciate our wonderful environment and provide an opportunity to experience the happy and fulfilling all-round education that is already enjoyed by so many. We hold Open Days and School in Action Days throughout the year, details of which can be found in the Admissions section of our website.

This Admissions Policy applies to all prospective pupils of Abbot's Hill School (including Nursery, Pre-Prep, Prep School and Senior School). The policy aims to ensure a clear and transparent admission process that is rooted in fairness and equality and to outline the requirements for entry to Abbot's Hill School.

1. General Admissions Information

We welcome applications from prospective pupils into all year groups at any stage of the calendar year if places are available. Where a place is not available (i.e. a year group is full) parents will be advised by the Admissions Team that they can join the waiting list until a place becomes available.

2. Nursery Entry (six months to four years, co-educational)

We welcome Nursery applications from girls and boys all year round and registrations can be made prior to the birth of a child or any time subsequently. Entry to the Nursery can take place at any stage from the age of six months provided there is a space available.

The Abbot's Hill School, Nursery Registration Form should be completed and returned to us (<https://www.abbotshill.herts.sch.uk/nursery/apply-for-a-place/>) along with the non-refundable administration fee of £50. Details of how to pay the fee are on the Registration Form. Our Nursery Admissions Team will contact the parents to discuss availability and confirm the next steps. Once a formal offer is made, a £500 Acceptance Deposit is required to secure the place. Priority will be given to those with siblings who already attend the Nursery or School, and those who are interested in registering for a place in the School.

There are no formal assessments, interviews or testing arrangements for entry into our Nursery. Children will be invited to attend 'settling in' sessions prior to their formal start date. These sessions allow children to become familiar with the environment of the Nursery and parents can discuss the individual needs of their child with Nursery staff.

For further information about our Nursery and availability, please contact, Nursery Admissions via email at nursery@abbotshill.herts.sch.uk or telephone 01442 839115.

3. Reception Entry (four years to five years, girls only)

Typically, girls enter Reception at the start of the Autumn Term during the academic year in which their fifth birthday will fall. Girls may enter at any stage during the year provided there is a vacancy. Parents of girls born between April and August may consider delaying starting Reception until the following year, if they are not ready for school ([Herts – Summer Born Children](#)). Priority for places in Reception will be given to girls already attending the Nursery at Abbot's Hill School and to those who have siblings in the school.

Pupils new to the School: Parents who would like their daughter to join Reception should complete the School Registration Form which is available in the Admissions section of our website (<https://www.abbotshill.herts.sch.uk/admissions/register-your-child/>) together with the Confidential Information Form and transfer the non-refundable administration fee of £100. Details of how to pay the fee are included in the Registration Form. The Admissions Team will write to confirm receipt. Upon receipt of the Registration Form, prospective pupils and their parents will be invited to Abbot's Hill School for an informal assessment comprising observations made whilst they play and interact with their peers in the Early Years Foundation Setting (EYFS), and for the parents to meet the Head of the Prep School, Miss Katherine Bluck.

Upon successful completion of the assessment, and if there is a vacancy, successful candidates will be offered a place by letter. An Acceptance Form will accompany the Offer Letter. To secure the place, the completed Acceptance Form should be returned to the Admissions office (admissions@abbotshill.herts.sch.uk) at the School along with payment of the £1,000 Acceptance Deposit, £500 of which will be credited to the first term's fee bill.

Pupils currently in Nursery: Parents of girls currently in the Nursery at Abbot's Hill School will be invited to complete the School Registration Form (no additional fee is payable) by mid-November prior to the Autumn Term when their daughter proposes to join Reception. Girls will be invited to a Transition Session in the Summer Term of the year preceding their proposed entry into Reception.

4. Prep School Entry - Reception to Year Six

Entry into the Prep School is possible at any point/year group provided we have a vacancy. We welcome applications for prospective pupils at any time during the school year. Some year groups may have waiting lists. We recommend that you contact the Admissions Team, (admissions@abbotshill.herts.sch.uk) to discuss availability.

Parents who would like their daughter to join the Prep School should complete the School Registration Form which is available in the Admissions section of our website (<https://www.abbotshill.herts.sch.uk/admissions/register-your-child/>) together with the Confidential Information Form and transfer the non-refundable administration fee of £100. We will write to confirm receipt.

Upon receipt of the Registration Form, we will contact parents to arrange a two-day visit (comprising an assessment and a taster experience) for their daughter. The assessment will be age appropriate and will cover Reasoning, Mathematics and English. The taster experience gives the candidate an opportunity to spend time with peers, familiarise themselves with the school's surroundings and experience life as an Abbot's Hill School pupil. An interview will also be arranged between parents and the Head of the Prep School, Miss Katherine Bluck. A reference from the candidate's current school will be sought.

Upon successful completion of the assessment and interview and if there is a vacancy, successful candidates will be offered a place by letter. An Acceptance Form will accompany the Offer Letter. To secure the place the completed Acceptance Form should be returned to the Admissions Team, (admissions@abbotshill.herts.sch.uk) at the School along with payment of the £1,000 Acceptance Deposit, £500 of which will be credited to the first term's fee bill.

5. Senior School Entry (Years 7 – 11)

Typically, girls enter the Senior School in Year 7 at the start of the Autumn Term (during the academic year in which their 11th birthday will fall).

Year 7 (11+) entry – girls new to the School: There is a deadline for external applications into Year 7 (11+). The deadline can be found in the Admissions section of our website (<https://www.abbotshill.herts.sch.uk/admissions/senior-school-admissions/>).

Girls applying to join Year 7 (11+) entry are tested using the ISEB Common Pre-test. This is an adaptive online test comprising Reasoning (verbal and non-verbal), Mathematics and English. The test can be taken either at an ISEB registered school or at Abbot's Hill School (typically in Early January).

Candidates and their parents will also be invited to interviews with the Head and Senior Leadership team and to join the existing Year 6 pupils for organised activities (on the same day as the ISEB pre-test). Here they have a chance to demonstrate their values, passions and potential.

Places will be offered based on the results of these tests, candidate interviews, parent interviews and the reference from the Head of the candidate's current school.

More information about the ISEB Common Pre-Tests exam can be found here: <https://www.iseb.co.uk/assessments/common-pre-tests/>

Upon successful completion of the assessment and interview and if there is a vacancy, successful candidates will be offered a place by letter. An Acceptance Form will accompany the Offer Letter. To secure the place the completed Acceptance Form should be returned to The Admissions Team (amissions@abbotshill.herts.sch.uk) at the School along with payment of the £1,000 Acceptance Deposit, £500 of which will be credited to the first term's fee bill.

Year 7 (11+) entry – pupils currently in the Prep School: It is expected that Abbot's Hill School, Prep pupils will continue into Abbot's Hill School, Senior. During Year 6 girls will complete the ISEB Common Pre-Test. The results of the test assist us in ensuring that girls are placed in the most suitable academic sets and form groups. The results also help to inform us about any specific support that may be required to ensure that girls are stretched and challenged appropriately within their cohort. The examination results form part of the wider assessment process.

More information about the ISEB Common Pre-Tests exam can be found here:

<https://www.iseb.co.uk/assessments/common-pre-tests/>

6. Senior School In Year Entry: Years 7 to 11 (seven years to sixteen years)

Girls may enter at any stage during the year provided there is a space available. This may be at the start of or part way through a term provided there is a vacancy. Some year groups may have waiting lists. We recommend that you contact the Admissions Team, admissions@abbotshill.herts.sch.uk or telephone 01442 240 240333 to discuss availability.

Parents who would like their daughter to join the Senior School should complete the School Registration Form which is available in the Admissions section of our website (<https://www.abbotshill.herts.sch.uk/admissions/register-your-child/>) together with the Confidential Information Form and transfer the non-refundable administration fee of £100. We will write to parents to confirm receipt.

Upon receipt of the Registration Form, we will contact parents to invite their daughter to the Entrance Assessment, a taster day with their year group, and an interview with a member of the senior leadership team and Head of Year. Parents will also be invited to meet with the Head, Mrs Kathryn Gorman. A reference from the candidate's current school will also be sought.

Upon successful completion of the assessment and interview and if there is a vacancy, successful candidates will be offered a place by letter. An Acceptance Form will accompany the Offer Letter. To secure the place the completed Acceptance Form should be returned to The Admissions Team (admissions@abbotshill.herts.sch.uk).

7. Scholarships And Exhibitions

Scholarships and Exhibitions are typically awarded to pupils joining Year 7 (11+) Abbot's Hill School scholarships are designed to reward excellence, celebrate exceptional talent and recognise the commitment a girl is prepared to make to the school. We expect our scholars to set the highest standards within their peer group.

Scholarships take the form of a carefully planned programme of enrichment activities and 1-1 mentoring related to the Scholarship awarded. Scholarships also attract a percentage reduction of school fees (typically between 5-10%) and, subject to continuous progress

judged to be satisfactory in the view of the Head, are held for the time the pupil remains at Abbot's Hill School.

Scholarship assessments

Scholarships are awarded at 11+, 13+, and 14+ in several disciplines. **The scholarship rewards excellence and as such a selection process is in place (including means testing at 13+ and 14+ entrance).**

Candidates who wish to apply for a scholarship should complete the Scholarship Application forms (please contact the Admissions Team admissions@abbotshill.herts.sch.uk to request a form) and submit them by the deadline published on our website (<https://www.abbotshill.herts.sch.uk/admissions/senior-school-admissions/>)

Scholarship assessment criteria and dates are published in the Admissions/scholarships section of our website (<https://www.abbotshill.herts.sch.uk/scholarships/>)

8. Bursaries

A small number of means-tested bursaries are available for girls who join us in Year 7 (11+). In addition, the Governors' Bursary Committee will occasionally consider means-tested bursaries to enable girls to join the school in other year groups if funds permit, who otherwise would not be able to take up a place and if they meet the Bursary criteria.

Bursaries are means-tested in accordance with the Charity Commission's Guidance. It is usual for financial support to remain in place throughout a pupil's time at Abbot's Hill School, but each award is reviewed annually and adjusted in the light of any changes in financial circumstances.

A Bursary Application Form may be requested from the Bursar (pabursar@abbotshill.herts.sch.uk) once parents have submitted the completed School Registration Form and paid the non-refundable Registration Fee of £100.

Further details of the School's Bursary Policy, including details of eligibility, are available upon request from the Bursar's PA (pabursar@abbotshill.herts.sch.uk)

9. Waiting List

Abbot's Hill School operates a waiting list system when a year group is at full capacity. Prospective pupils added to the waiting list will be given priority in order of date of registration with the earliest being given the highest priority. When a place becomes available, the school will contact those on the waiting list to see if they would like to take the place at this time.

10. Equal Treatment

Our aim is to encourage applications from girls with as diverse a range of backgrounds as

possible. This enriches the he Abbot's Hill School community and is vital in preparing our pupils for today's world. A system of bursaries is offered to make it possible for as many girls as possible, who satisfy the admission criteria to attend the School. Candidates for admission will be treated equally in accordance with our Equal Opportunities (Inclusion) Policy. Candidates will also be treated equally in respect of all protected characteristics.

11. Disability And Special Needs Education

Abbot's Hill School welcomes girls with mild special educational requirements, providing that our Learning Support Department can offer them the support that they require. We welcome girls with mild physical disabilities provided that our site can accommodate their needs. The site is extensive and consists of some older buildings that are not easily adapted. Our Accessibility Plan provides details of the reasonable adjustments we are able to make and is reviewed annually. We advise parents of children with special educational needs or physical disabilities to discuss their individual child's requirements with the School's Admissions Office before the child takes an entrance examination so that we can make adequate provision for them. A 1-1 conversation with the SENDCo can be arranged prior to application. Parents should provide a copy of an Educational Psychologist's report or a medical report to support their request, for example, for extra time or other special arrangements. We will discuss thoroughly with parents and their medical advisors the adjustments that can reasonably be made for their daughter should they become a pupil at Abbot's Hill School.

12. Fluency In English

All candidates are tested in the English Language as part of our entry assessment procedures and they will typically be expected to have reached a good level of fluency in order to be offered a place. We offer additional support in English to those who require it. Specialist tuition in English as an Additional Language (EAL) can be arranged at an additional charge to parents, which is based upon need.

13. Siblings Policy

Most siblings join us at Abbot's Hill School. However, admission is not automatic. There may be occasions where we judge that a sibling is likely to thrive better in a different academic environment.

14. Religious Belief

Although Abbot's Hill School has Christian roots, we do not select for entry based on religious belief. We welcome families from all faiths or none.

15. Terms And Conditions

The School's Terms and Conditions are made available to parents during the admissions

process (<https://www.abbotshill.herts.sch.uk/wp-content/uploads/2021/11/Website-T-and-C.pdf>)

16. Complaints

We sincerely hope that no just cause for complaints arises through our admissions process, however, a copy of the School's complaints procedure can be found in the policies section of the school's website or can be sent to you on request.

17. Wider References

This policy operates within a wider framework which includes The Education Act 1996, The Equality Act 2010 and The Children and Families Act 2014.

Related internal policies include:

- Equal Opportunities (Inclusion) Policy
- EAL Policy
- SEND Policy
- Supporting Students with Medical Conditions Policy
- Complaints Policy

Signed

Issue Date: November 2023

Review Date: June 2024 (or earlier if major change required)



Kathryn Gorman
HEAD