



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). Candidates for admission will be treated equally, irrespective of their or their parents' race, sexual orientation, religion or belief, pregnancy or maternity, sex, gender reassignment or any disability. Candidates will also be treated equally in respect of their parents' age or marital or civil partnership status.
- 1.2 The school offers a number of scholarships and bursaries at Year 7 entry 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 Nursery, Prep School (including the Pre-School class) 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 mid-November of the year preceding that of entry.
- 2.3 In order to register your child for the **Prep (including the Pre-School class) or Senior School** please complete the Registration Form (available online) and transfer the £100 Registration Fee (non-returnable). We shall write to you confirming receipt and your child's name will then be placed on the Entry List.
- 2.4 A pupil 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 **Nursery**, please complete the Nursery Registration Form (available online) and transfer the non-refundable administration fee of £50. If your required days are available, Nursery Admissions will contact you to make an offer and a £500 Acceptance Deposit will be payable to secure the place. For further details about our Nursery, please contact Nursery Admissions on 01442 839115 or email: nursery@abbotshill.herts.sch.uk

3. Disability and Special Educational Needs

- 3.1 The school currently has limited physical facilities for the disabled. However, the school will do all that is reasonable to comply with its legal and moral responsibilities under equality

legislation, 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 learning difficulty, disability or special educational need as well as any behavioural, emotional and / or social difficulty (for example dyslexia, dyspraxia, attention deficit disorder, visual or hearing impairment or any condition requiring use of a wheelchair) 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 learning difficulty, disability or special educational need should provide the school with full details prior to the admissions procedure, at registration, or during the admission process.
- 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
 - 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 Children joining Abbot's Hill at the Nursery stage attend Nursery for settling in sessions prior to starting. This is intended to offer parents the opportunity to have questions answered, children to become more familiar with the environment of the school and to discuss the individual needs of the child with staff.
- 4.2 Candidates hoping to join Reception (or Pre-School) usually spend a session, or part session, within EYFS engaged in an activity with their peer group.
- 4.3 Candidates hoping to join Years 1 to 6 are assessed, as appropriate to their age, in Reasoning, Mathematics and English. A reference from the candidate's existing school is also sought and an interview is arranged with the Head of Prep.
- 4.4 Candidates hoping to join Year 7 are tested using the ISEB Common Pre-test adaptive online test in English, Maths, and verbal and non-verbal reasoning. The scores of these tests, together with a report from the Head of the candidate's previous school, form part of the application process. In addition, all candidates are interviewed by a member of the Exec team. Candidates who attain the highest score in the entry procedure are invited to sit for the academic scholarship. There are also opportunities for specialist scholarships in Art, Drama (including Musical Theatre), Music and Sport.

5. Admissions Procedure - Nursery

- 5.1 Entry to the Nursery can take place at any stage from the age of 6 months provided that there is a space available. There are no formal assessments, interviews or testing

arrangements for entry into our Nursery and parents are instead invited to attend the Nursery for settling in sessions as referred to above. To apply for a place at the Day Nursery, please complete the Nursery Registration Form (available online). If your required days are available, Nursery Admissions will contact you to make an offer and a £500 deposit is payable to secure the place.

6. Admissions procedure – Pre-School

- 6.1 Pre-School children are the same age group as those in the oldest class in the Nursery but receive a more structured, curriculum-based approach within a term time setting which may suit some children who subsequently make the move into Reception. Pre-School parents will be asked to complete the School Registration Form. Children are invited to the school for a familiarisation session to spend time with their peers, familiarise themselves with the school's surroundings and experience life as an Abbot's Hill girl. Parents join them on their visit which provides an opportunity to meet the team who work with Reception/Pre-School (including the Head of Pre-Prep) and for questions to be answered.

7. Admissions procedure – Reception

- 7.1 The usual age for entry to Reception is rising 5 (the academic year in which the child's fifth birthday will fall). 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. Children are invited to the school for an informal assessment session comprising observations made while they play and interact with their peers in the EYFS setting. Parents join them on their visit which provides an additional opportunity to meet key staff, including the Head of Pre-Prep and for questions to be answered.
- 7.2 Nursery and pre-school parents will be asked to complete the School Registration Form (no additional fee is payable) by mid-November to indicate that they wish for their daughter to join Reception. Their children will be invited to a transition session in the Summer Term of the year preceding their proposed entry into Reception. Offers made to those attending Abbot's Hill Nursery/Pre-School will be prioritised over any offers to external applicants.

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 child and then ask their present school for a reference. The two day visit takes the form of a taster day and an assessment day. On both occasions pupils have the opportunity to spend time with their peers, familiarise themselves with the school's surroundings and experience life as an Abbot's Hill pupil. An interview will also be arranged with parents.

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 child 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 child's current school for a reference and arrange for an interview.
- 9.4 The Entrance Assessment for external candidates usually takes place at Abbot's Hill in the January preceding the September of the proposed entry date, although occasionally may be held in the previous December. The ISEB Common Pre-test is currently used to assess academic ability.
- 9.5 Academic and Specialist Scholarship Assessments take place early in the Spring Term.

10. Bursaries

- 10.1 Bursaries may be available for pupils applying for entry into Year 7 at the Senior School. In addition the Governors' Bursary Committee will occasionally consider bursaries to enable pupils to join the school in other year groups 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 pupil's time at the school, but each award is reviewed annually and adjusted in the light of any changes in financial circumstances. Bursaries are also subject to good conduct and progress. Bursaries provide support for basic fees (see school fees); however, disbursements are usually payable as normal. Some 100% bursaries also offer financial assistance with school bus fares and compulsory school trips.
- 10.3 Once parents have completed and submitted the School's Registration Form to the Registrar and paid the non-refundable Registration Fee of £100, a Bursary Application Form may be requested from the Bursar's PA. Applications are reviewed by the Bursar and the Governors' Bursary Committee in the Spring Term before the expected date of entry. If a 100% bursary is awarded, the Registration Fee will be reimbursed.
- 10.4 Further details of the School's bursary policy, including details of eligibility, can be found on the School's website. A home visit may be required by the School to assess the validity of the information provided in a Bursary Application.
- 10.5 All bursary information is treated as highly confidential. Members of 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. Any breach of this confidence may result in the bursary being withdrawn.
- 10.6 Financial hardship bursaries may be considered should parents' financial circumstances temporarily worsen whilst a child is at 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 (including Musical Theatre), Music or Sport.
- 11.2 Candidates for each Specialist Scholarship are selected from information provided in an application, identifying the level of ability. References may be required at this stage.
- 11.3 Invitations for the Academic Scholarship are sent to suitable candidates, identified from the results from the entrance assessments, the interview and the report from the current school. Pupils will be invited to participate in English and Mathematics assessments, a STEM activity and will be asked to give a presentation during an interview. These assessments will be more open ended, and are designed to select the academically gifted student.
- 11.4 Where there are conflicts of interest at any stage of decision making for scholarships, relevant staff are removed from the decision making.

12. Specialist Scholarships

Art

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

Drama / Musical Theatre

- 12.2 Candidates will be expected to:

- Attend an interview and audition performance of a solo speech of approximately 2 minutes
- Perform a song/dance for musical theatre applications only
- Participate in a drama workshop

Music

- 12.3 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.

Sport

- 12.4 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 Head.

Signed:

Issue Date: July 2021

Review Date: July 2022 or earlier if major change requires

A handwritten signature in dark ink, appearing to read 'K. Gorman'.

Mrs Kathryn Gorman
Head