



# HAZLEGROVE

*Deo Juvante*

## ADMISSIONS POLICY AND PROCEDURE

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### GENERAL INFORMATION

Hazlegrove Prep School is an independent Day and Boarding Preparatory School for 360 boys and girls. Established in 1947, the school enjoys an inspirational setting within 200 acres of parkland in Somerset and benefits from outstanding facilities. Hazlegrove believes it is important that children, from an early age, should have the breadth of opportunity to develop their abilities and potential whilst enjoying the benefit of a caring, nurturing, and secure environment.

### VISITING THE SCHOOL

It is always a pleasure to welcome new families to Hazlegrove and prospective pupils and their families are welcome to arrange individual visits to the school or attend one of the termly Open Mornings.

At an Open Morning you will have the opportunity to meet the Head and staff and will be shown around by a senior pupil. More details are available on the school's website or can be obtained from the Admissions office on 01963 442 606 or by email, [admissions@hazlegrove.co.uk](mailto:admissions@hazlegrove.co.uk), [www.hazlegrove.co.uk](http://www.hazlegrove.co.uk)

### REGISTRATION

Once you have visited, you are invited to complete an online Registration Form and fee to the [Admissions Office](#) - please see our [schedule of fees](#) for the current rate. If you wish to pay this by bank transfer, the [school's bank details can be found by clicking here](#).

### OFFERS: TASTER DAYS AND ASSESSMENT

Offers are based on a Taster Day, academic assessment, and consideration of the prospective pupil's last school report and other relevant information as applicable. If thought necessary by the Head, additional assessments to measure the prospective child's current levels of learning may be required.

On their Taster Day, children join their current Year group and have a guide to help them throughout the day. A short assessment will take place for the school to assess whether the pupil will be able to access the curriculum. Our Head of Learning Support delivers the testing which begins with an informal chat to help relax any nerves. We then administer the WRAT V Reading and Spelling test

which are very short tests which give standardised scores that benchmark children against their peers. This is followed by a Maths test, for which we use the most recent paper from the Maths Department, for that year group, so that we can gauge where the child sits in the Maths groups for their cohort. Alongside this, we observe how pupils approach learning and relate to their peers so that we have a holistic view of the child, how they might settle at Hazlegrove and what support they might need in different areas.

Children who are hoping to join our boarding family are invited to include an overnight stay as part of their Taster Day. Boarders are accepted if the Head is satisfied that the child is ready and able to embrace boarding.

The Head or senior member of staff will provide parents with feedback regarding the taster day either in person or by telephone. This may take place at a later date, especially if more information is needed or decisions need to be made about whether we can offer a place.

If a child is unable to visit Hazlegrove for a Taster Day, please discuss this with the Head of Admissions, however, the school reserves the right to request an onsite Taster Day if it is felt that this is essential for the Admissions process to continue.

An offer of a place will usually be made for pupils applying to join Year 1 to Year 8 following a taster day at the school or Teams appointment and in any case once the school has been able to make an informed decision about the suitability of a pupil. It will take longer to consider an application where further information is required. For those parents who are overseas, a Letter of Parental Consent is required as well as a completed Questionnaire for Parents Prior to the assignment of a CAS (Certificate of Acceptance for Studies).

The process is slightly different for our younger prospective pupils. Children for entry to the Nursery and Reception classes are invited to meet a member of the Pre-Prep staff before a formal offer of a place is made. Often this is through attendance of one of our Squirrels' groups which take place on Tuesday and Wednesday during term time.

Early application is recommended. Places are limited and you may wish to complete an application form sooner rather than later to avoid disappointment, particularly for entry into the Prep School.

## **ACCEPTING AN OFFER OF A PLACE**

Once the offer of a place has been made by the school, the place can be secured by completing the Acceptance Form and accepting the School's Terms and Conditions as detailed in the Parent / School Contract.

An Acceptance Deposit is payable when accepting the offer of a place. This is held by the school and credited against the final payment of fees or other sums due to the school on leaving. See the Terms and Conditions for further details.

An Additional Deposit is payable in addition to the Acceptance Deposit by the parents of pupils whose normal residence is outside of the United Kingdom. See the Terms and Conditions for further details.

Acceptance forms are sent with the letter offering a place and must be returned to the Admissions Office within the time limit specified. Forms received subsequently will still be considered, but where there are limited spaces in a year group, we reserve the right to offer the place to another family.

## **WAITING LISTS**

If there is no or limited space available in a particular year group or boarding house at the time of application, names may be placed on a waiting list. Those applications on a waiting list will be considered in order of receipt. However, please be aware that siblings, pupils with siblings and boarding pupils may take priority.

Please be aware that places routinely become available at certain entry points throughout the school when extra forms are introduced into a year group, usually at Year 3, Year 4 and either at Year 5, Year 6, or Year 7.

## **OVERSEAS APPLICANTS**

We welcome applications from overseas pupils who can demonstrate that they have sufficient English to be able to cope with the requirements of the curriculum. Ideally, the pupil will visit Hazlegrove for a taster day during which we can assess the pupil.

Pupils for whom English is a second language and who cannot attend a taster day are invited to take part in an online reading and comprehension assessment with the Head of EAL (English as an Additional Language) as part of a two-stage Teams interview where we get to know the pupil and can assess their level of English competence. In addition, the pupils will be sent a maths paper to complete independently at home and will be asked to write a letter about their interests and family to show their use of vocabulary, spelling and writing ability.

Parents will also be asked to supply school reports for the previous academic year. An offer of a place will usually be made for pupils applying to join Year 1 to Year 8 following a taster day at the School or Teams appointment.

For those parents who are overseas, and in accordance with our responsibilities as an educational sponsor for UKVI, a Letter of Parental Consent is required, as well as a completed Questionnaire for Parents and a copy of the birth certificate and passport. For those families who are applying for a Child Student Visa these must be received prior to the assignment of a CAS (Confirmation of Acceptance for Studies), which is a requirement of the Visa application.

## ENTRY REQUIREMENTS

Hazlegrove is a busy and fast-paced environment. Our selection process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the school, as well as demonstrating that they can access the curriculum and conduct themselves in accordance with our codes and community values. We are looking for children who are creative and curious about the wider world and who will embrace the full breadth of opportunity that the school offers.

As part of the school's entry requirements, we will ask for recent school reports from the prospective pupil's current school and we may also request a reference from previous schools. Where a child has not been in a school setting a reference will be requested from a nursery, childminder, or other educational setting. We may need to contact your child's current and/or previous schools for confirmation that all sums due and owing to such schools have been paid.

Parents must disclose any known or suspected circumstances relating to their child's health, physical and mental well-being, allergies, physical disabilities, self-care needs or learning difficulties or social circumstances which could have the effect of impacting on their child's learning and social behaviours, or those of other children in their prospective class. Failure to disclose important information during the admission process may lead the school to withdraw an offer of a place after acceptance.

Children are welcome to apply and join the school at any stage during the academic year. Where there are no places available, a child's name may be placed on the waiting list upon payment of the Registration Fee.

In some circumstances, it may not be possible to offer a pupil a place, for example:

- if the school believes that it is unable to provide an appropriate educational environment for the child.
- if the school feels that it is unable to meet the educational, social, or emotional needs of the child.
- if the pupil does not demonstrate a level of ability which will enable them to obtain a pass at Common Entrance at 13+.
- if the profile of needs within the cohort is such that the proposed new joiner would overstretch existing resources such that pupils would be at a significant disadvantage.
- where their behaviour on the Taster Day causes harm or significant upset to another pupil, in which case we reserve the right to conclude the Admissions process early.

In cases where we have concerns on the Taster Day about whether we can meet a child's needs – whether formally identified or not – the Heads of Section will meet with the Head of Learning Support to consider the breadth of feedback received during the Taster Day, the current school's reports and any additional feedback received, alongside the picture of need.

The team will then make a recommendation to the Head either about the level of support needed to provide adequately for the proposed joiner (along with a costing for parents) or whether further

investigation of need, such as an Educational Psychologist assessment, would be required before a decision and suitable offer can be made.

Clearly, we only see a snapshot of the pupil on their Taster Day, which is in an unfamiliar environment and can therefore cause a child to be unsettled and/or behave out of character. Whilst we are understanding of this, the day enables the school to assess how we feel a child may settle with us. Please be assured that your child will be treated with the utmost care and their best interests will remain at the heart of any decision-making process, which will also be shared with you. Decisions will be taken in context and based on a holistic evaluation of the application.

Any offer of a place at the school will be subject to the School's Terms and Conditions and is at the Head's discretion, whose decision is final.

## **EDUCATIONAL GUARDIANS**

An Educational Guardian is appointed by parents (or legal guardians) to accept parental responsibility on a temporary basis whilst a child attends an education setting far from home. In its simplest setting it can be performed by a relative or family friend, or an Educational Guardian Organisation (EGO) can be appointed, but it is important that the parents and the Educational Guardian are fully aware of the requirements expected of them by the school. The school will provide an online form for parents to complete at the point of accepting a place which will provide all the information required for an Educational Guardian.

## **EQUALITY, DIVERSITY AND DISABILITY**

Our aim is to encourage applications from pupils with as diverse a range of backgrounds as possible.

We are committed to compliance with the Equality Act 2010 and the equal treatment of all pupils regardless of sex, race, ethnicity, religion, or sexual orientation. The school will take reasonable steps to avoid pupils with a disability being placed at a disadvantage compared to non-disabled pupils. Pupils will also be treated equally in respect of their parents' protected characteristics. The school does not unlawfully discriminate in any way regarding entry.

The school welcomes pupils with disabilities and /or special educational needs, provided we can offer them any support that they require and cater for any additional needs and that our sites can accommodate them.

We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn. Our policy is to apply our admission criteria to all potential pupils with reasonable adjustments if applicable.

It is essential that parents of children with special educational needs or physical or mental disabilities discuss their child's requirements with Hazlegrove before the application for admission so that the school can determine whether it is possible to make adequate provision for the pupil. Parents must provide copies of all Educational Psychologists' reports and medical reports at the time of application. This is so that the school can assess their child's needs and consult with parents about the adjustments

which can reasonably be made and so that the school can ensure, for example, that the pupil will be able to access the education offered and that we are able to ensure the pupil's health and safety, and the health and safety of others.

The school will discuss thoroughly with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the pupil if the child becomes a pupil at the school, to ensure that the prospective pupil is not put at a substantial disadvantage compared to a pupil who is not disadvantaged because of a disability.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's disability. For example, if, despite reasonable adjustments, we feel that a prospective pupil is not going to be able to access the education offered, or that the pupil's health and safety or those of other pupils or staff may be put at risk, we reserve the right to decline a place at the school.

Although King's School, Bruton is a Christian Foundation, Hazlegrove welcomes applications from prospective pupils of all faiths and of no faith.

The School does not select for entry on the basis of religious belief, and it offers the opportunity for Christians, Jews, Hindus, Muslims etc to practise their own faiths. However, parents should be aware that there is compulsory Saturday morning academic lessons and that pupils are expected to attend whole school church services, unless other arrangements are agreed in advance after communication between the parents and Headmaster.

## **BURSARIES**

In cases of financial hardship, it is possible to apply to the Governors for assistance by way of completing a confidential statement of financial circumstances. Any such award would be subject to annual review.

## **LEARNING SUPPORT**

If during a pupil's time at Hazlegrove it is necessary for that pupil to receive learning support to enable him or her to keep up with the academic standard of the group, or to meet any additional needs which may become apparent, additional charges may apply.

A pupil with learning support requirements will only be offered a place if the school has the provision available within the Learning Support Department, the classroom environment and in all other areas of school to provide the recommended level of support to meet their needs at that point in time, and in such a way that does not overstretch existing resources and adversely affect staff and/or other pupils.

## **NEW JOINERS' INFORMATION**

New Joiners Information will be sent out via email as usual in the term prior to your child joining the school. Please do not hesitate to contact the Admissions Office via email if you have any queries.