

## **Admissions Policy**

### **Introduction**

1. Heritage is a co-educational, independent day school for pupils aged 4 to 16.
2. Trustees are responsible for admissions and the operation of this policy.
3. The aims of this policy are:
  - a. To ensure compliance with the school's stated aim and core values;
  - b. To identify families who share the educational values and embrace the ethos of the school;
  - c. To identify pupils who have the potential to contribute to the school community and benefit from the opportunities that Heritage School offers;
  - d. To ensure that all applicants to the school are treated fairly.
4. Heritage welcomes children from all backgrounds. It is contrary to the Christian ethos of the school to discriminate against prospective pupils on any grounds.
5. Selection criteria are reviewed from time to time by Trustees.

### **Admissions Process**

1. The process for admission to Heritage will normally be as follows:
  - a. Prospective parents visit Heritage for an Open Morning to help them assess the suitability of the school for their child.
  - b. Prospective parents come for a tour and a meeting with the Headmaster, with their child(ren) attending if possible. While it is desirable for prospective parents to come for an Open Morning prior to a tour, it is not essential and we recognise that it is not always practical to do so. The purpose of meeting with the Headmaster is primarily to help prospective parents evaluate the suitability of Heritage for their child, including selection criteria. It also helps the Headmaster to learn more about a prospective pupil. Parents of applicants with special educational needs or disabilities (see below), or other academic or behavioural issues of which the parents are aware, should make these clear at this time to the Headmaster. Wherever possible, full written details, including copies of reports prepared by educational psychologists, should be made available to the Headmaster.
  - c. Further to a tour and meeting with the Headmaster, if a place is not immediately available or for entry into a future Reception (Lower Prep) class, parents are invited to join the waiting list for that class. The requirements to join the waiting list are as follows:
    - A copy of the child's most recent school report.
    - Parents should complete and return the Waiting List form with the Waiting List Fee (see table below).
  - d. If a place is available, parents are invited to bring their child for an Assessment. Prior to the Assessment, parents are expected to forward a Confidential Reference Form to their child's current school, if the child is already of school age, which should be returned to Heritage School.
  - e. Prior to the Assessment, and depending on the length of time a child has been on the Waiting List, parents might be expected to provide another copy of their child's most recent school report, if the child is already of school age, and ensure that it is returned to Heritage School before the Assessment.
  - f. Assessment will be in one of four forms:

- i. For entry into Reception (Lower Prep) a prospective pupil will be invited to attend, usually with two other prospective pupils, for an approximately one hour group Assessment, while parents wait in another room. Staff are evaluating broad developmental indicators only; no prior knowledge of numbers or phonics is expected.
  - ii. A prospective pupil already in Reception or Year 1 will be invited to attend up to a half-day in-class Assessment. The class teacher, with support from an assistant, will evaluate the pupil in the context of normal lessons.
  - iii. Where there is one pupil pursuing an available place, a prospective pupil already in Year 2+ will be invited to an Assessment Day, during which he/she will participate in normal lessons for most of the day; for up to 2.5 hours he/she will be removed from lessons to sit standardised tests in English and Maths and do a short piece of writing.
  - iv. Where demand exceeds the number of places available (e.g. for Year 7 entry), prospective pupils will be invited to Heritage to a Saturday morning academic Assessment to sit standardised tests in English and Maths and do a short piece of writing. This will last up to 2.5 hours. This can be followed by a Taster Day for a small number of pupils.
- g. Further to Assessment, Heritage will contact the parents of the pupil to confirm the offer of a place or explain why a place cannot be offered.
  - h. Parents will be sent an offer letter and the School's Terms and Conditions, alongside the Acceptance Form (via DocuSign). A Direct Debit mandate will then be emailed to parents for completion, and the non-refundable Acceptance Fee will be collected.
  - i. Only when the Acceptance Form and Acceptance Fee are received will that child's place be secured. If no response to the offer of a place has been received within a fortnight of the date of the offer letter, the School will assume that the offer has been declined and the place may be offered to another applicant.
2. Prior to a September entry, fees will be calculated termly and invoiced on 1 August. Fees will be collected by Direct Debit each month from August to July of each academic year on the 10th of each month.
  3. For mid-year entry, fees are calculated pro-rata for the remainder of the current term, plus the remaining terms of the academic year. These fees are invoiced on or prior to the child's first day, and fees collected monthly over the remaining months until July of that academic year on the 10th of each month.
  4. Heritage will keep a confidential Admissions Record of each applicant, which will become part of their main school file if the pupil accepts a place at Heritage School.

### **Re-Admission to Year 7 for existing Heritage Year 6 Pupils**

1. Places in Year 7 for existing Heritage pupils in Year 6 will ordinarily be offered in November. Parents will be sent an email with a link (using DocuSign) to a Re-Acceptance Form.
2. If the place in Year 7 has not been accepted (by completion of the Re-Acceptance Form) by 9am on the working day following notification of secondary school places awarded by the Council in the first round (currently in early March), the School will assume that the offer has been declined and the place may be offered to another applicant.
3. The school reserves the right not to offer an existing Year 6 pupil a place in the Senior School if the pupil's behaviour has been persistently inappropriate and where we have reason to doubt the pupil's capacity or willingness to amend sufficiently his or her behaviour (see our Behaviour Policy), or if we have reason to believe that the pupil will be unable to access sufficiently our Senior School curriculum. A decision not to offer a place to an existing Year 6 pupil will ordinarily be made by the first day of the second half of the autumn term prior to Year 7 entry, and not later than the first day of the Spring Term where more time is required to make a final decision. If a

final decision is deferred until the first day of the Spring Term, parents will be informed by the first day of the second half of the autumn term that more time is required to assess pupil progress.

### **Entry Points**

4. The usual entry point is at Reception (age 4), although pupils may be accepted at other points if places are available. In particular, a small number of places usually become available for Year 7 entry.
5. For the purposes of determining a child's year group, an applicant's age is calculated according to a child's age on the 1st of September, as is the custom in the UK. However, Heritage does not rigidly apply the 1st September watershed for determining the most suitable year group. Parents are invited to discuss this with the Headmaster if appropriate.

### **Relinquishing a Place**

1. For September entry, parents are liable for a full-term's fees should they relinquish their child's place after the first day of the summer term prior to entry.
2. Should parents wish to withdraw their child from Heritage, at any point (except point 2 above) they will be expected to pay the following term's fees unless a full term's notice has been given in writing (email is sufficient).
3. Notice to withdraw your re-acceptance of a place in Year 7, for an existing Heritage pupil, from the School at the end of Year 6, must be given by 9am on the next working day following notification of secondary school places awarded by the Council in the first round (usually early March). If notice is given after this date, the full term's fees for the Autumn term of Year 7 become payable in lieu of sufficient notice.

### **Selection Criteria**

1. In order to attend Heritage School an applicant must be able to access mainstream classroom teaching and be able to work at an average or above average level academically.
2. Academic levels are evaluated on the basis of the child's most recent school report, the Confidential Reference Form from a pupil's current school (if the child is of school age) and based upon the Assessment undertaken by Heritage School.
3. The following factors are considered during the admissions process for both external candidates and Heritage Year 6 pupils:
  - a. The applicant is of appropriate age and sufficient maturity.
  - b. The applicant demonstrates satisfactory academic attainment.
  - c. The applicant demonstrates positive attitudes to learning and a high standard of behaviour.
  - d. The parents of the applicant are supportive of Heritage's educational values and Christian ethos.
  - e. Heritage is able to provide adequately for any special needs that the applicant may have.
  - f. Heritage, having made reasonable adjustment, has the capacity to cope with any disability the applicant may have.
4. In the case where an application is unsuccessful, Heritage is not obliged to state or explain its reasons.

### **Special Educational Needs and Disability**

1. Heritage School is able to provide some extra support for pupils with specific special needs, assuming a pupil is still able to satisfy the selection criteria.
2. Heritage provides teaching assistant support up through Year 4, given the varying rates of acquisition of core skills during these early years. From Year 5 it is expected that pupils will have sufficiently strong core skills to be able to access mainstream classroom teaching without support from a teaching assistant.

3. If a pupil needs 1-1 support beyond what the classroom teacher and the teaching assistant (up through Year 4) is able to offer, parents will be encouraged or required, depending upon the circumstances, to pay for this. Sometimes this support can be delivered by Heritage staff during school hours. At other times this is impractical and parents will need to organise 1-1 support out of school hours.
4. Parents of an applicant who has special educational needs and/or a disability are expected to disclose these needs fully to the Headmaster and, where reports exist, provide the Headmaster with full written details. Where possible, this information should be sent to the school prior to a tour and meeting with the Headmaster. Heritage will use this information to assess the applicant's needs and evaluate whether the school can provide adequately for the applicant.
5. Due to the nature of its facilities, Heritage has limited capacity to make adjustments for disabled pupils, but will do all that it reasonably can to comply with its responsibilities under the Special Educational Needs and Disability Act 2001.

### **Bursaries**

1. Bursary applications can be requested from the School Office.
2. Bursaries are means tested. Parents or guardians will be required to provide detailed financial information and may be interviewed by members of the Bursary Committee.
3. The award of a bursary will be considered permanent for the duration of a pupil's attendance at Heritage, subject to annual review where parents must confirm that their financial circumstances are unchanged. The award of a bursary will be entirely at the discretion of Trustees.

### **Admissions Costs**

Waiting List Fee	£25 per pupil
Entry to Reception Class (Lower Preparatory) 1h group assessment	£40
Entry to Year 7 Saturday morning group assessment	£50
Entry to Year 7 follow-on whole day taster visit	£25
Existing Reception Class and Year 1 half day assessment/taster	£40
Year 2 – Year 11 whole day assessment/taster	£75
Acceptance Fee (to be collected by Direct Debit)	£300

Authorised by	Jason Fletcher
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