



Highclare School

ADMISSIONS POLICY

In its admissions policy Highclare School aims to provide a safe, happy, healthy, positive and successful education for all of our pupils. The School always seeks to uphold the highest possible standards.

We take all reasonable steps to ensure that disabled pupils and prospective pupils who are disabled are not put at a disadvantage in comparison with those who are not disabled. Highclare School expects disabled pupils to participate and achieve in all areas to the best of their ability.

Early Years Foundation Stage (Pre-Prep)

(2 to 4 years ie Rising 3s – Cygnets - and Rising 4s - Swans)

Highclare welcomes all children between the ages of 2 and 4 years. The earliest that children may join is the start of the academic year (September), following their second birthday. All pupils in EYFS will be offered at least one familiarisation session prior to starting. Children will progress into each age related stage (joining Cygnets / Swans or moving from Cygnets to Swans) when Highclare staff consider it appropriate, based on an evaluation against established age-related targets. A Pre-Prep contract terminates at the end of Swans.

All children entering Swans are expected to be fully toilet trained.

Reception (4 - 5 years) – internal pupils

All children in our Pre-Preparatory Swans class have a provisional place in the Reception class, provided they continue to meet their developmental milestones. However, as the year group is limited to one class at each location, places will be allocated on a first come first served basis to parents who have submitted their reservation form and paid the necessary deposit* before the appropriate deadline.

The deadline for internal submissions will be communicated to parents each year. Beyond this point we will be filling any available slots with our external waiting list. Parents are still welcome to make their reservation after the deadline but may need to join the waiting list.

*If you withdraw your reservation before the deadline date as given on the offer letter (typically the beginning of March) the deposit will be returned to you, minus an administration charge of 5%. If you withdraw your reservation on or before 30 April, 50% of the deposit will be returned to you. For withdrawal on or after 1 May, the full deposit will be kept by the School.

If we withdraw the place as a result of your child not meeting their developmental milestones, a full refund of the deposit will be given.

Entry at Reception to Yr6 (5 - 10 years) – external pupils

Admission for pupils from other schools will be subject to an assessment and a satisfactory reference and report from the pupil's previous school, requested with parental consent. Please note that all children entering Reception onwards are expected to be fully toilet trained.

Reception Entry

External candidates for Reception will be invited to make an application and pay their deposit before the March deadline. Places will be allocated to internal parents first, with assessment days taking place throughout March for external candidates.

Once the deadline is reached, any available spaces will be filled with successful external candidates and a waiting list will follow once the class limit of 22 pupils has been reached.

Progress through the Pre-Prep and Preparatory School

Subject to satisfactory internal assessments, children will normally progress to the next year. However, if the child's progress causes any reason for concern, the Key Stage Coordinator, Assistant Head, or Head of Preparatory School will discuss with parents the ability of the child to cope with the academic rigour and expectations of the forthcoming year.

If the opinion of the Head or the Head of the Preparatory School is that a child has not attained a sufficiently high standard of work or conduct to enable them to benefit from continuing their education at school, options will be discussed openly with parents. This may include educating the child out of their year group or within a different setting.

All final decisions regarding entry are made at the discretion of the Head.

All admissions except at the start of Reception are subject to a one term probationary period.

Entry into Senior School and Sixth Form (11 - 18 years)

Pupils in Highclare's Preparatory School have a right of transfer to the Senior School. Applications are taken from external applicants at 11+. Scholarships are available. These will be awarded equally to internal and external applicants at the discretion of the Head, based on (i) performance in the assessment test/Preparatory School assessments or auditions, (ii) interview performance, (iii) satisfactory reference from current school / Highclare Preparatory School.

All admissions except at the start of U3 (Yr7) are subject to a one term probationary period.

- Entry at 11+ for applicants from other schools is by:
 - Assessment in non-verbal reasoning, English and mathematics
 - Each pupil will be invited into school with parents for an interview with the Head / Deputy Head of Senior School.
 - A satisfactory report and reference from the pupil's previous school with parental consent.
- Entry into other senior classes will be by:
 - An individual test for non-verbal reasoning, English and Mathematics
 - An interview with the Head / Deputy Head of Senior School: Academic / Pastoral
 - A satisfactory report and reference from the pupil's previous school with parental consent.

Progress through the Senior School – As in the preparatory school settings, pupils will progress automatically to the next year. However, if the pupil's progress or behaviour causes any reason for concern the Key Stage Coordinator, Deputy Head of Senior School: Academic / Pastoral, or Head will discuss with parents the ability of the pupil to cope with the academic rigour and expectations of the forthcoming year. Pupils are expected to adhere to the high expectations of behaviour as outlined in the Behaviour Policy. Pupils who continuously flaunt the rules may be asked to leave the School.

Entry into Sixth Form (16 - 18 years)

Students entering the Sixth Form will be expected to achieve at least 5 GCSEs (at grade 9 – 5). Pupils will normally be required to have achieved a 9 to 6 grade at GCSE level to follow that subject at A level. If the student's progress or attitude to learning causes reason for concern, the Head of Sixth Form, Deputy Head of Senior School: Academic, or Head will discuss with parents the ability of the student to cope with the academic rigour and expectations of the forthcoming year.

Registration Fee and Deposit (all years except Pre-Preparatory)

A non-refundable registration fee is payable on completion of the registration form for all prospective entries to the School. Registration is necessary to undertake formal assessment for entry, including taster days or written assessments.

If an offer of entry is made following assessment, payment of a deposit is necessary in order to secure the reservation of a place. The deposit includes a portion held until the child leaves Highclare School (assuming there are no monies owed to the School) and a portion will be credited to the first term's bill.

If you choose to withdraw your reservation before the deadline date given on your offer letter the deposit will be returned to you, minus an administration charge of 5%. If you withdraw your on or before 30 April, 50% of the deposit will be returned to you. For withdrawal on or after 1 May, the full deposit will be kept by the School.

If Highclare School withdraw the offer of a place, the full deposit will be returned to you.

Special Circumstances

We recognise that a candidate's performance may be affected by special circumstances, for example:

- Ill health
- Special family circumstances, eg. bereavement
- A disability or specific learning difficulty
- If English is not the candidate's first language

We request that parents inform the school of any special circumstances which may affect their child's performance. The School may request further information such as an educational psychologist's report or a medical report in order to make a fair assessment.

Disclosures

Parents must, as soon as possible, disclose any known or suspected special circumstances relating to their child's health, allergies, disabilities or learning difficulties, or other circumstances that may affect their child's performance. If there is a problem with a child after being admitted and parents knowingly failed to disclose information, the continuation of the child's education at the school may be in doubt.

Bursaries and Scholarships

Academic, Sport and Music Scholarships are available on entry at Year 7, giving up to 20% remission on fees. Academic scholarships are awarded on the basis of the entrance assessment results; sport and music by audition.

Scholarships may be awarded to pupils joining in other year groups at the discretion of the Head.

Sixth form scholarships are available and awarded for academic ability and for music, sport and attitude to learning. A Pre-Med scholarship is also offered.

All Scholars are expected to participate fully in the life of the school and in the case of specialist scholarships, will be expected to make a particular contribution in that area throughout their time at the school.

Means tested bursaries are awarded on entrance at Y7 and for Sixth Form. This financial assistance varies and may cover up to no more than 30% of school fees. In addition to this is the Highclare School Governors' Prize, a means-tested award to cover up to 100% of fees. See Scholarship and Bursary Policy for further details.

Application forms are available from the Registrar.

No combination of awards would normally exceed 50% of full fees and all awards will be reviewed annually.

All bursary awards may be subject to repeat testing of parental means each year and may be varied upwards or downwards depending on parental circumstances. The school reserves the right to reduce or terminate the scholarship awards on giving a term's notice. Unsatisfactory performance or conduct could result in the award being reduced or terminated.

Secondly, scholarships are awarded on the understanding that school fees are paid on time and in full. Failure to comply with this will result in the scholarship being withdrawn.

Highclare School is committed to safeguarding and promoting the welfare of children. Highclare School welcomes applications from children of all backgrounds and does not discriminate on the grounds of race, colour, ethnic or national origin or disability. The School is aware of its responsibilities under the Disability Discrimination Act 1995 and has a Disability Policy in Place.

Links with other policies:

- Accessibility Policy
- Behaviour Policy
- Equal Opportunities
- Gender Identity Policy
- Scholarship and Bursary Policy

These policies are available on request from the School

Confirmed by Board:	Review Cycle	Most recent review:
September 2013	Annual	September 2025