

Hulme Hall Grammar School



School Admissions Policy

Report	Admissions
Approval Body	Finance and facilities
Date Reviewed	September 2018
Date Approved	September 2018
Review Schedule	Two years
Next Review due	September 2020

Policy Statement

Hulme Hall Grammar School welcomes pupils of all faiths, cultures, races and family backgrounds. We are happy to admit a pupil with a disability as long as both parents and school conclude that we can provide appropriately for the child's specific needs. The school seeks to ensure that disabled prospective pupils are not treated less favourably or unfairly in the admissions process and will take reasonable steps to avoid putting disabled pupils at a substantial disadvantage in matters of admission.

Hulme Hall Grammar School welcomes applications for admission from all sections of society and is non-discriminatory in line with the Equality Act (2010) and Equal Opportunities Policy. This applies to all pupils, and includes inappropriate discrimination on the grounds of: gender; age; religion or belief; physical ability or disability (including HIV status); learning ability; other special educational needs or academic or sporting ability; race (including colour, nationality, ethnicity, family, cultural or linguistic background. These factors are taken into account in the care of our community members so that care is sensitive to different needs.

Admission is Based On:

- A satisfactory report from the prospective pupil's previous school from Year 1 upwards.
- The completion of a signed declaration by all parents of the prospective pupil, which informs the school of all known special educational needs of the prospective pupil concerned
- Completion of the entrance assessment, as set out below, the entrance assessment is not pass or fail but gives an indication of the potential of the pupil.

Hulme Hall Grammar School is committed to ensuring that the Admissions Register is maintained in accordance with Education (Pupil Registration) (England) Regulations 2006. From the beginning of the first day on which the school has agreed or been informed that the pupil will attend the school, an entry will be made in the school's Admissions Register in line with the Education (Pupil Registration) (England) Regulations 2006.

Hulme Hall Grammar School reserves the right to refuse entry and progress into any year from Kindergarten to Year 11 if the school's structure, in the opinion of the relevant Headteacher and teachers, does not meet the educational, pastoral and social needs of the pupil concerned.

Parents have the right to appeal against an unsuccessful application using the school's Complaints Procedure. The way in which Hulme Hall Grammar School deals with pupil exclusion and removal is set out in the Exclusions Policy. Therefore, this Admissions Policy should be read in conjunction with the School's Behaviour and Discipline Policy and Exclusions Policy.

Admissions Procedure

Admission for boys and girls to Hulme Hall Grammar School is through spending the day with their prospective year group and completing an assessment. Entries into Year 7 are through the 11+ Assessment day held in January. This day consists of pupils sitting a CEMs test on a computer followed by lessons in other curriculum areas. The holistic approach is aimed to get to know the individual child, in line with our School ethos.

All parents of pupils who take the assessment at Hulme Hall will be invited to meet the Headteacher for a follow up interview.

All prospective pupils must complete the School's application form and pay the £25 application fee in order to be formally considered for a place at Hulme Hall.

Offers of places and scholarships are based upon performance in our assessment and how they performed during the day they spent at the School. Current School reports may also be used as part of the decision making process. Offers will be made verbally by the Headteacher during the follow up meeting, all offers will be confirmed in writing.

Bursaries

Our aim is to ensure that Hulme Hall Grammar School is accessible to all talented students, irrespective of parental income, and any prospective pupil is eligible to apply. Bursaries can also be offered to pupils already in the school whose families have suffered sudden and unexpected financial hardship.

However, only families with a relatively low household income are likely to receive Bursary assistance. The award of a Bursary does not preclude pupils from holding a Scholarship award. All parents applying for a bursary must complete the Statement of Financial Means Form.

The granting of a Bursary is discretionary. In making its decisions, the School considers a wide range of appropriate matters including, but not limited to, parental / guardian income (from all sources), assets (including personal property) and other matters that are particular to the pupil, such as family circumstances. All Bursaries are reassessed annually by the bursar.

The amount awarded is based solely upon financial circumstances. However, if the demand exceeds the number available, Bursaries will be awarded with reference to performance in the Entrance Assessments.

Parents are also required to submit comprehensive documentation in support of their applications.

Automatic Fee Discounts

There is one automatic fee discount available: a 10% sibling discount is available on the fees for a second child in the School.

Scholarships

Scholarships are assessed with a view to encouraging pupils.

- Scholarships are available to registered candidates and are all based on assessment. In the event of there being no outstanding candidates for a particular award the money may be allocated to another category.
- The awards are made without regard to parental income and are usually worth a percentage of the school fees but may also be a fixed amount.
- Scholarships awarded at will remain until the pupil reaches the end of Year 11 provided they maintain the expected standards.
- Candidates in receipt of a specific scholarship award, eg Art, Drama, Music, Sport must play an active part in these areas throughout their school life to retain their award.

Offer of a Place and Deposits

There is currently no formal assessment for children entering EYFS. It is taken into account that assessment at such an early age can be difficult in particular as children develop at different rates throughout their early school days. If it is discovered that a pupil is finding it difficult to cope with the curriculum, discussion with the pupil's parents are entered into in order to advise alternative future schooling arrangements.

An offer of a place at the School will be made by way of a formal offer letter from the Head to the prospective parents, which may be subject to such conditions as specified in the letter. Accompanying the offer letter will be two copies of the Acceptance Form together with the current edition of the Hulme Hall Grammar School Terms and Conditions. In order to accept the place, the Acceptance Form must be completed and signed (signatures are required from each of those with parental responsibility). One copy of the Form must be returned to the School office together with the deposit cheque, the other copy of the Acceptance Form, together with the Terms and Conditions are to be retained by the prospective parents for their information. Direct Debit Forms for the payment of School Fees will also accompany the formal offer letter.

Details of the deposit and the notice requirements are set out in the Acceptance Form and Terms and Conditions and may be increased by the School from time to time. The deposit will be refundable and will be repaid by means of a credit without interest to the final payment of fees or other sum due to the School after the pupil has left. Until credited, the deposit will form part of the general funds of the School.

Acceptance of a Place

A place is reserved for a prospective pupil when the Acceptance Form has been completed and returned to the School together with the required deposit payment.

After the Acceptance Form has been returned, prospective parents who cancel their acceptance of a place less than a term prior to the date on which the pupil was due to join the School, will be liable for the payment of a term's fees (less the deposit held) to the School.

Offer of a start date is subject to IAPS agreement criteria whereby parents of new pupils are required to have discharged all obligations at their existing School.

For the September intake of pupils, prospective parents will be invited to attend an Information Afternoon which is specifically for parents of new children entering the School and provides an opportunity for new parents to meet the School staff.



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