



THE HALL SCHOOL Admissions Policy and Procedure

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Policy ratified by: SLT

Date of publication: January 2015

Date of next review: September 2015

This policy is available on the School website and can be made available in large print or other accessible format if required.

Admissions Policy and Procedure

A. Admissions Policy

1. Introduction

The Hall School is an independent day school for boys. Admission to school is open to all boys aged 4+ to 13+, irrespective of race, religion or cultural background. The Hall is affiliated to the Church of England, but welcomes boys from families of all denominations and faiths.

2. Admission to Reception (aged 4+) and Year 1 (aged 5+)

Each year the school admits approximately 54 boys into the Reception year (aged 4+) or Year 1 (aged 5+). Normally 32 boys are admitted into the Reception year group in the September following their fourth birthday, and are allocated to two forms of approximately 16 boys, while a further 22 boys approximately are admitted to Year 1 in the September following their fifth birthday. At this point, we expect Year 1 to have three forms of 18 pupils each, and the composition of the forms is altered for the existing pupils from the previous year.

Due to the high current rate of applications to the school, parents are recommended to register their sons as early as possible, and ***are required to do so before his first birthday***. A duly completed Registration Form (obtainable from the website or from the school) must be sent to the Admissions Secretary at The Hall School, 23 Crossfield Road, London NW3 4NU, accompanied by a cheque for the Registration Fee of £100.

The Hall has a selective admissions procedure, and the school needs to be confident that a boy will be able to benefit from the wide and fast-moving curriculum which the school provides for its pupils, so that there is every chance that each pupil will be able to have a complete, happy and successful school career, in line with the general standards achieved by that pupil's peers, and will be able to emerge as a well-educated, well-rounded and confident adult.

The school's policy is to apply these criteria to all pupils and potential pupils regardless of any disability of which it is aware. The school is conscious of its obligation to make reasonable adjustments to ensure that no disabled pupil, present or potential, at a substantial disadvantage because of his disability compared with any other pupil in the school. Parents are recommended to read the school's Special Educational Needs and Disabilities Policy for a full elaboration of school policy in this area, and to contact the school at the earliest opportunity if they have such matters concerning their son which they wish to discuss.

The school conducts an assessment of all boys applying for a place in Reception or Year 1. This occurs either in January/February (for those applying for Reception) or in April/May (for those applying for Year 1) in the academic year in which the boy concerned reaches his fourth birthday. Following this assessment, parents will be offered either a firm place or a waiting list place for their son, or they will be informed that with regret the school is unable to offer a place

for their son. Parents offered a firm place will then be required to sign the Parent/School contract and to pay an Acceptance Deposit of £1000 in order to secure their son's place at the school. Should a boy's parents subsequently decide not to take up the place after the start of the Summer Term preceding their son's scheduled start in September, they will be liable under the contract to forfeit the Acceptance Deposit. In normal circumstances, the Acceptance Deposit will be returned to parents at the end of the boy's final term at The Hall.

3. Admission to other years (Years 2 to 7); the Occasional Places Register

There is no other major intake into any year group in the school after Year 1. Very occasionally, places may arise in Years 2 (6+) to 7 (11+) when a family relocates from London or a boy leaves the school for other reasons. Only in very exceptional cases will the school consider offering a place in Year 8, since being in the school for just one year is unlikely to give the boy time to settle and prepare adequately for the Common Entrance examinations.

At the start of September, the beginning of the school year, boys who were assessed for a 4+ or 5+ place and were not offered a place in Reception or Year 1, but were placed on the 'Waiting List' following assessment, will be automatically moved to the 'Occasional Places' register. The boy's details will remain on the Occasional Places Register for as long as the family continues to be interested in a place at The Hall.

Other parents who have missed the 'window' of registration (the year from birth to twelve months), yet still desire a place for their son in one of the higher year groups at The Hall, should contact the Admissions Secretary at the school and complete a registration form for the Occasional Places Register, for which there is an administration fee of £50 (made payable to The Hall School Charitable Trust).

The school will endeavour to keep in touch on a regular basis to check that families continue to be interested in a place. Since the main channels for communication between The Hall and the applicants is by email and telephone, it is very important, please, that prospective parents keep the school abreast of any changes in their contact details through contact with the Admissions Secretary (020 7449 6918).

4. Conclusion

The Hall School will attempt to be fair and equitable in all decisions regarding admissions (as in other matters) and to communicate those decisions quickly and clearly. However, the Headmaster's decision on all matters involving admission to the school will be final.

B. Admissions Procedure

1. Admission to Reception (4+) and Year 1 (5+)

As indicated in the Admissions Policy, parents are required to send a duly completed Registration Form (with a cheque for £100) to the Admissions Secretary at the school before their son's first birthday.

They will subsequently be invited to one of two Open Evenings held at the school in May of the academic year in which their son has his third birthday. At the Open Evening, the school's approach to admissions is fully explained, and prospective parents are given a full tour of the whole school (the Junior, Middle and Senior School buildings) by members of the teaching staff and by boys in their final year at the school. Parents also have the opportunity to meet senior members of staff and to ask any questions.

Following the Open Evening, prospective parents are invited to contact the Admissions Secretary to organise a meeting during the course of the Autumn Term with the Head of the Junior School and the Head of External Relations. These meetings, lasting about 15 minutes, take place on Wednesday afternoons in the Junior School. The meetings present an opportunity for us to gain some understanding about the learning and development of prospective pupils and also provide a chance for prospective parents to hear about the assessment process and life in the Junior School, as well offering time for specific questions or concerns to be aired. Following these meetings, parents wishing to continue with an application are asked to decide by the end of November of that year whether they wish to apply for a 4+ (Reception) or a 5+ (Year 1) place for their son.

As explained in the Admissions Policy, boys will then attend an assessment session either in January/February (for Reception applicants) or April/May (for Year 1 applicants) in this same academic year, in the course of which they have their fourth birthday. These sessions occur on Wednesday afternoons and last for 45 minutes. They are held in the school's Reception classrooms and boys are seen in groups of approximately six. The school has developed its own assessment procedures and criteria, largely based on pre-school tests set by accredited organisations, but the general principle is that it is looking for a boy's long-term potential to thrive at The Hall. Personal and social qualities are very much taken into account.

Letters to parents following these assessments are sent out to parents after the final assessment sessions for each year group, normally in mid-February and late May.

2. Admission to other Year Groups (Years 2 to 7)

If a vacancy comes up in Years 2 to 7, the Admissions Secretary contacts families on the Occasional Places Register, to invite a group of eligible boys in for assessment and interview. Subject to age, the assessment tests will normally be in English, Maths, Verbal and Non-Verbal Reasoning. The applicant's parents will meet the Headmaster and also be asked to provide a report in advance from the boy's previous or current school. Depending on his age, the boy concerned may also be invited to spend a school day or a portion of a day in school with pupils of his own age, in order to help determine whether he would thrive at the school.

It must be understood that there is no general intake in any year group after Year 1, and that places in Years 2 to 7 inclusive only become available on an occasional basis when boys leave the school other than at the end of Year 8, which is the normal leaving time. In an average year, there might be one or two places which become available in any particular year group, but this cannot be guaranteed.

3. Bursaries

The school operates a bursary scheme for Year 6 (boys aged 10 years +) or Year 7 entry (boys aged 11 years+) from primary schools whose parents would not otherwise be able to contemplate private education for their children. Please see the information available on the school's website for details of how to apply for a bursary at The Hall.

Parents interested in 'Occasional Places' or the Bursary scheme for their son should contact the Admissions Secretary on 020 7449 6918.