

# Hulme Hall Grammar School



## Admission Policy and Procedures

<b>Policy Control</b>	
Report	Admissions
Approval Body	Full Governing Body
Date Reviewed	November 2022
Review Schedule	Two Years
Next Review Date	November 2024

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## Introduction

Hulme Hall Grammar School is a small school and we are proud of the strong ethos of family and community we have nurtured. We aim to create an environment where all children, irrespective of their background or previous school experience, feel safe and happy whilst also being stretched and challenged. Our aim is to build their self-esteem and confidence, to enable them to learn together, to develop their own individual and unique talents and abilities, to succeed together and to fulfil their own special aspirations and ambitions.

## Equal Treatment

We welcome children from many different ethnic groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our school community and the rights and freedoms of others.

All candidates for admission will be treated equally, irrespective of their, or their parents', race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, orientation, property, birth or other status.

## Special Educational Needs and Disability

The School has limited facilities for pupils with disabilities and special educational needs but will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 and the Children and Families Act 2014 to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.

Parents or guardians of an applicant who has any disability or special educational need should provide the Headmaster with full written details when applying for admission and any additional information at least one week before attending a Headmaster's Meeting, Taster Day, Open Morning or Assessment Day at the School.

The School needs this information so that, in the case of any applicant with particular needs, we can assess those needs and make sure that the School can provide adequately for them throughout the admission process (including at interview, on attendance at the School and during the Assessment Day, as appropriate).

The School will consult with parents or guardians about the adjustments which can reasonably be made for the applicant both during the admission process and later as a pupil.

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## Admission Procedures

### Pre-School / Early Years

Children can start Hulme Hall Pre-School at the age of 2. Parents who are interested in applying for a place are invited to make an appointment with the Head of Pre-School and take a tour of the School. Should the Head of Pre-School make the offer of a place, all relevant admission forms need to be completed in order to take up the place. The School requires a completed Admission Form, a signed Parental Agreement and the payment of a deposit to secure that place.

As parents, you will have a very clear idea of what you want for your child. We see ourselves as an extension of the network that you put in place to nurture your child's development. We want our children to feel safe and happy in the absence of their parents and to be able to share with their parents the new learning experiences enjoyed at school. As a result, the admission process will involve a settling in period during which we will encourage parents to visit our Pre-School with their child. This will take place in the period before formal admission is planned.

### Senior School

Initial enquiries are recorded by the Admissions Officer and a prospectus (or information pack) forwarded to interested parents who are invited to complete the Registration / Application Form.

#### **Entry into Year 7 (September intake)**

All candidates seeking entry into the School in Year 7 are advised to attend an Open Event and / or to meet the Headmaster with their parents and take a tour of the School. They must attend an Assessment Day which includes a Cognitive Abilities Test (CAT4) and other activities. For entry at Year 7 the Assessment Day usually takes place in January each year, however, it is possible for the candidate to sit the Cognitive Abilities Test (CAT4) at any time after they have completed the Registration / Application Form. The results of the Cognitive Assessment Test are not made available to individuals.

Following the completion of a Registration / Application Form candidates and their parents are invited to meet the Headmaster for an interview. This will most likely involve a discussion of the candidates' strengths, interests, hobbies etc, including a discussion of any special educational needs.

When offering places, the Headmaster takes account of candidates' performance in the CAT4 assessment, their performance during the interview, reports / references obtained from their current school and, if applicable, their conduct during the Assessment Day. All offers will be made in writing. The School undertakes to inform parents of children who are not offered a place at the School and reserves the right not to discuss the child's performance. The Headmaster's decision regarding the offering of a place is final. Successful candidates will be invited to attend an Induction Day at the School during the summer term, prior to joining the school in September.

Hulme Hall Grammar School is a fee-paying school. A small amount of means tested Bursaries are available. All Bursary applicants must submit a fully completed application form to the Business Manager in order to be assessed. As part of the assessment the Business Manager may conduct a

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face-to-face bursary interview and / or a home visit. Further details can be found in the Means Tested Bursaries Policy, which should be read in conjunction with this document.

### **Entry into other year groups**

Pupils seeking entry to year groups other than Year 7 in the School will follow a similar procedure to that outlined above except they may take the Cognitive Abilities Test and attend taster days (usually a minimum of three) at any point during the academic year. If places are available in the desired year group, each candidate will be considered for entry at the discretion of the Headmaster.

The process will therefore usually involve an initial meeting with the Headmaster and a tour of the school, completion of the CAT4 Assessment, a series of taster days, and a follow-up meeting / interview with the Headmaster.

We recognise that every child is unique, and that they may have additional learning needs at various points in their education career and / or require extra support on a more regular basis. Hulme Hall has an established Enrichment Department with expertise and capability in supporting children with speech, language and communication difficulties, as well as wider special educational needs and, as long as we believe we can address these needs, we would not regard this as a barrier to admission.

### **Overseas applicants**

We welcome overseas pupils, who can study at Hulme Hall provided that they have the legal right to enter and study in the UK. However, parents of overseas pupils should appreciate that we do not run a short-term study programme and we expect overseas pupils to finish a complete course of study. Further information can be obtained from the School.

### **Acceptance of Offer**

If a parent chooses to take up the offer of a place, then the School requires a completed Admission Form, a signed Parental Agreement and the payment of a deposit to secure that place.

### **Admission Register**

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.

The records created in accordance with this policy may contain personal data. The School has a number of privacy notices which explain how the School will use personal data about pupils and parents. The privacy notices are published on the School's website. In addition, staff must ensure that they follow the School's data protection policies and procedures when handling personal data created in connection with this policy.

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