



# Hopelands Preparatory School

38/40 Regent Street, Stonehouse, Gloucestershire, GL10 2AD

## **Hopelands Admissions Policy 2020**

### **Scope of Policy**

This policy applies to the school including the EYFS.

### **General**

Hopelands School is a co-educational independent prep school for pupils from ages 3 to 11. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit us.

Please contact the School's admissions officer, Sam Compton on 01453 822164 or email [admissions@hopelands.org.uk](mailto:admissions@hopelands.org.uk) to arrange a visit. We warmly welcome prospective parents and their children.

### **The Entry Procedure**

Hopelands School is a non-selective school.

The usual point of entry is from three/four years of age/Reception. Precedence will be given to children of statutory school age and the majority of the Reception class will always be of statutory school age. This ensures we fulfil our statutory compliance requirements including staff ratios.

Children in all year groups will be admitted on an available space basis. The maximum class sizes across the school are determined at the discretion of the Head.

Applicants for admission should register their child with the school as soon as possible. The School's Registration Form is available on the school's website at:

<https://hopelands.org.uk/wp-content/uploads/2016/07/Registration-Form.pdf>

If the number of registrations exceeds the number of places available, the following criteria apply in order of priority:

1. Date at which child was registered.
2. Children who have brothers or sisters attending the school.
3. Children who have strong family connections with the school.

4. Children who are suffering either academically or emotionally in another school.

If the school does not have enough places for all the children in one of the above categories, priority will be given to children who fulfil more than one of the admission criteria.

Parents of children who are unsuccessful in gaining a place will be informed in writing.

### **Equal Treatment**

Hopelands School's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world.

Generous means tested bursaries are offered to make it possible for as many as possible who meet the School's admission criteria to attend the School. Bursaries are always offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the School. Levels of support may vary with fluctuations in income or wealth.

Our bursary policy can be obtained from the Bursar.

Hopelands is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, gender reassignment, sexual orientation, or social background.

Hopelands welcomes applications from prospective pupils of all faiths and of no faith.

### **Special Educational Needs**

Hopelands does not unlawfully discriminate in any way regarding entry.

As a non-selective School, we welcome all children who can make the most of the opportunities that we offer and can flourish in the caring environment of Hopelands Preparatory School. Treating every child as an individual is important to us and we welcome pupils with special educational needs, providing that our Learning Support Department can provide them with the support that they require. We do not, however, have the facilities to offer highly specialised and intensive treatment. The school reserves the right to decline the offer of place where significant needs cannot be met by the School.

We strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with the School before the pupil is registered. Parents should provide with the Registration Form a copy of an educational psychologist's report or a medical report if they have one.

The School will discuss thoroughly with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if they become a pupil at the School.

The cost of implementing these requirements, including assessments, DBS checks and resources will be passed to the parents and it will be their responsibility to pay all related fees prior to the child starting at the school.

### **Admissions and Special Needs**

We advise parents of children with special educational needs to discuss their child's requirements with the school before he or she comes so that the school can make adequate provision for him/her. Parents should provide a copy of an Educational Psychologist's report or a medical report to support their request, for example, for extra time or other special arrangements.

### **On Entry**

Each pupil with a special educational need requires special consideration and treatment. If appropriate, reasonable adjustments will need to be put in place. We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for their child once they have accepted the offer of a place and before he/she becomes a pupil at the School.

Our Learning Support Department is able to support each pupil with a specific learning difficulty in the following areas:

- Dyslexia
- Numeracy
- Dyspraxia
- Literacy
- Spellings
- Reading

### **Monitoring and Reviewing**

The School can arrange for pupils with identified or suspected learning difficulties to be assessed by a specialist so that we can identify the areas that require support. The School can arrange specialist one to one lessons and help with study skills outside the normal curriculum. We work closely with the child and his/her parents and to help him/her to overcome the barriers that his/her difficulties present.

Our SENCO will prepare an Individual Education Plan (IEP) for each child setting achievable targets. The child, together with his/her parents and teachers reviews the plan regularly, and the child is encouraged to take ownership of it and to set his/her own targets.

### **Physical Accessibility**

We recognise that some children with special education needs may also have physical disabilities. Parents and prospective parents of disabled children can obtain copies of the school's Disability Policy Accessibly Plan from the school office.

### **Other Adjustments**

We are able, depending on need, to arrange for children to use laptop computers in classes.

### **English as a Second Language**

Should a child, for whom English is an additional language, wish to join Hopelands Preparatory School then their educational and welfare needs will be assessed in accordance with our SEN and EAL policies by the Head or external agencies if necessary.

### **Staff Training**

All staff (including teaching and support staff) are given training on working with disabled pupils when required. Our teaching staff receive training on the learning needs of pupils with special education needs and disabilities.

### **Charging Policy**

Specialist learning support assessments and lessons are charged as extras. This is reviewed annually by the Bursar.

This policy was adopted at a meeting  
of

Hopelands Preparatory School

Held on

23<sup>rd</sup> September 2020

Date to be reviewed

September 2022

Date of Last Review

September 2020

Signed on behalf of the senior  
management team



Name of signatory

Sheila Bradburn

Role of signatory

Head

Signed on behalf of the Governing  
Body



Name of signatory

Richard James

Role of signatory

Chair of Governors