



Hopelands Preparatory School

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

ADMISSIONS POLICY

HOPELANDS PREP SCHOOL & NURSERY

Last update: November 2023; Next update: November 2025 or as required by a change in legislation.

This Policy applies to the entire school including the EYFS and After School Care. It should be read in conjunction with the following documents:

- Equal Opportunities Policy
- Behaviour, Rewards and Sanctions, and Exclusions Policy
- School's Terms and Conditions

1. General

Hopelands is a co-educational independent school for pupils from ages 3 to 11 years of age. Deciding on the right school for your child is a very important decision and we believe that a personal visit is invaluable, so we very much hope that you and your child will visit Hopelands School. We hold two open day events throughout the year, which give a general introduction to the school and details of these days are published on our website. We are also very happy to welcome prospective parents and their children at other times in the school term. Please contact the Registrar on 01453 822164 or email admissions@hopelands.org.uk to arrange a visit.

2. Introduction

Hopelands School is pleased to accept applications for children to join in various age groups and maintains a partially selective policy for admissions. The School is, therefore, mixed-ability by nature and in keeping with its aims to provide a balanced, well-rounded education. It is the policy of Hopelands School to admit children who will benefit from an academic education and who will contribute to and benefit from the ethos and activities of our school community. We will only admit a child and their family who meet these criteria. The maximum class size is determined at the discretion of the Joint Headteachers.

3. Equal Treatment

We welcome children from many different ethnic and racial 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, sexual orientation, property, birth or other status. We expect all of our pupils to attend all assemblies and outings, and to take full part in all Religious Education lessons.

4. Disability and Special Educational Needs

Due to the nature of the school buildings, we have limited facilities for the disabled but will do all that is reasonable to comply with the legal and moral responsibilities under equality legislation in order to accommodate the needs of applicants who have disabilities or special educational needs for which, with reasonable adjustments, the school can cater adequately.

The School needs to be aware of any known disability or special educational need which may affect a child's ability to participate in the admissions procedure and take full progadvantage of the education provided at Hopelands. Parents of a child who has any disability or special educational needs should provide the school with full details at the time of the application for registration. This also includes any support which is or has been offered by a previous school or external service.

The School needs this information so that, in the case of any child with particular needs, the School can assess those needs and consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the child and the School can cater adequately for the child's needs should an offer of a place be made. Parents should provide a copy of an educational psychologist's report or a medical report if they have one.

The School will do all that is reasonable to ensure that the information and application procedure is accessible for disabled candidates and will make such reasonable adjustments as necessary.

If special education needs or a disability become apparent before or after admission, the School will consult with parents about reasonable adjustments that may allow the child to start/continue 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.

5. Academic Scholarships

At Hopelands we offer an Academic Scholarship to recognise exceptional academic talent. This is an initiative aimed at pupils who have demonstrated outstanding academic achievement, as well as commitment to leadership and extracurricular activities, going into Years 4 and 5 in the following September. Providing there is sufficient external interest in the Scholarship Day, Scholarship assessments may be held in the Spring Term and Academic Scholarships may be awarded following examination and assessment.

Hopelands' pupils and their families may also wish to apply for the Academic Scholarship. Providing there is enough external interest, the School also accepts applications from existing Hopelands pupils in Years 3 and 4 who consistently exceed Age Related expectations in all areas of core academic subjects.

Means-tested bursaries are also available, however they cannot be accessed together with a Scholarship award. The monetary value of a Scholarship may vary according to the level of competition and/or the quality of applicants. The Scholarship award may attract a tuition fees remission of a max of 20% for the most exceptional candidates.

6. Means-tested Bursaries

In keeping with the charitable aims of the School, means-tested bursary awards may, in exceptional circumstances, be available to those joining Hopelands School and/or to those already on roll. Such awards are subject to the availability of funding and cannot be guaranteed for more than one academic year. The maximum award is no larger than 50% off the tuition fees.

For existing Hopelands' pupils there may be a change in family circumstances (e.g. separation, terminal illness, unemployment). Within overall budget funding, the School will, in normal circumstances, make provision to support cases of hardship, for cases of sudden and unforeseen need. Families with a child at the School whose financial circumstances suddenly change may apply to the School Business Manager for assistance explaining their situation and completing a Bursary Application, which is available from the School Business Manager. Furthermore, Trustees do expect parents to actively engage in efforts to improve their personal financial situation. Whilst it is not the School's place to give financial advice, this should include exploring opportunities for increased income, prudent personal financial management, and seeking advice on viable strategies for financial stability.

Hopelands is a small school and as such funds to support bursaries are naturally limited therefore we emphasise that bursary recipients decline optional extras such as morning and after-school care or instrumental music lessons. Trustees expect that families will make every effort to independently support the school fees, demonstrating their commitment to the financial responsibilities related to their child's education.

Means-tested bursaries are intended to provide short-term assistance based on the current financial circumstances. They are not designed to serve as a long-term financial support solution. Recipients are expected and encouraged to use this support to bridge immediate financial gaps while actively working towards achieving financial independence and stability.

Means-tested bursaries are handled in strictest confidence by the School and should also be treated as such by the applicant. Any breach of this confidentiality may result in the withdrawal of the bursary. It is imperative that recipients adhere to the strict confidentiality requirements to maintain eligibility for the support.

7. Nursery Places

Due to strong demand for places in our nursery, priority is given to children who commit to continue through to our Reception classes. Children wishing to enter our youngest nursery class must be potty trained and are eligible from the September following their third birthday. Once an offer of a place has been given and accepted by the parent(s) along with payment of the deposit, the place is held for that child in line with the offer letter. We operate a waiting list for our nursery class when full, to enable parents to reserve a place for their child. Places will be allocated from the waiting list based on the following priorities:

1. Existing siblings at the school
2. Siblings who have been offered and paid a deposit for entry to the school within the next two school terms
3. A child whose parent is currently, or has signed a contract to become, a member of the School's teaching staff
4. Length of time of registration (completed registration form and registration fee received by school)

8. Application Process

8.1 Taster Days

Children applying for entry after September entry for Reception will be offered a Taster Day, during which they will be informally assessed by their class teacher whilst undertaking the planned activities for the class. Taster Days also offer children the opportunity to experience a day at Hopelands and to see what being a pupil here will be like. At the end of the Taster Day parents will be invited to meet with the Joint Heads for feedback on the day, before collection their child. Taster Days are usually undertaken before a Registration Form is completed and returned.

Children entering Nursery are offered a 'settling in session' close to their start date. Children entering Reception in September are invited to two 'transition sessions' in June and July preceding September entry.

8.2 Registration

Parents wishing to enrol their child(ren) at Hopelands should fully complete and sign all the relevant sections of the Registration Form. The Registration Form must be signed by all adults with parental responsibility for the child being registered. The Registration Form should then be returned to the School together with a Registration Fee of £100.00.

Application for Registration does not guarantee that a place will be offered. If your application is unsuccessful your Registration Fee will be returned to you.

8.3 Assessment

We undertake informal assessments during a child's Taster Day, based on the work they complete in lessons. The School may also require your child's last school report and a reference request may be sent to your child's existing school requesting further information on your child's academic and social progress.

8.4 Offer

If the School decides to offer your child a place a confirmation letter will be sent to you. The offer of a definite place is made on the understanding that you intend that your child remains at the School until they leave age 11.

8.5 Acceptance Form

If you wish to accept the School's offer of a place for your son/daughter, the Acceptance Form must be returned, along with electronic transfer of the Acceptance Deposit of £300.00. Upon receipt of the Acceptance Deposit, your child's place is reserved for them.

8.6 Deposit and Cancellation

Please refer to the School's Terms and Conditions for information as to how the Deposit will be held and in what circumstances it will be refunded. Further information is also provided in the Terms and Conditions about cancellation of a place that has been accepted.

8.7 Commitment Deposit – Reception

Due to a high level of interest in places for our Reception intake, we ask for a non-refundable Commitment Deposit of £500 which will be due no later than 31 December in the year prior to a child starting Reception, to secure their place. This sum will then be credited against the child's fees for their first term in Reception.

We will write to parents in the September before the Commitment Deposit is due, to remind parents to secure their child's Reception place. If this commitment deposit is not received by the required date, we reserve the right to offer the place to another child on the waiting list, with places allocated according to Waiting List section of this policy.

8.8 Sibling Discount

In recognition of our commitment to supporting families with multiple children attending our School, we offer a sibling discount for those with siblings concurrently enrolled at Hopelands School. The sibling discount is applied from the Reception Class onwards and is 5% off the tuition fees for the third and subsequent siblings. This discount is applied automatically upon enrolment in the Reception Class. We believe in fostering a sense of community and facilitating access to quality education for families with multiple children within our School.

8.9 Waiting List

In the event of oversubscription, the School will run a waiting list. Parents may register their child for the waiting list by completing the School's standard registration form, complete with registration fee. Places from the waiting list will be allocated in the following way:

1. Sibling of a current Hopelands School pupil
2. A child whose parent is currently, or has signed a contract to become, a member of the School teaching staff
3. Date of registration

9. Disclosures

Parents must as soon as possible disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities or learning difficulties. Failure to do so could result in the School withdrawing the child's place.

10. Admissions Register

The School maintains an Admission Register. Upon entry to the School we will record and retain the following information on the Register:

- Name in Full
- Sex
- Name and address of every person known to the School to be a parent of the pupil (and an indication of the parent with whom the pupil normally resides and which parents hold parental responsibility as defined by Section 3 Children Act 1989).

NB Parents holding parental responsibility, even if not actually caring for the child, have a right to receive relevant information from the school in respect of any pertinent matter affecting the child, unless a court order indicates otherwise.

- Telephone number at which the parent can be contacted in an emergency

- Day, month and year of birth
- Day, month and year of admission or re-admission to the school
- Name and address of the school or setting last attended, if any

The School holds this information electronically and retained securely to comply with our obligations regarding the retention and security of records under its Data Protection Policy.

11. Complaints

The School hopes that parents and pupils do not have any complaints about the School's admissions process, but copies of the School's complaints procedure can be sent to parents on request.

12. Approval & Review

This policy was approved by the Governing Board in November 2023.