

# COGNITA



## Huddersfield Grammar School

The whole child is the whole point

# Admissions Policy

## September 2019

### 1 Policy Statement

- 1.1 Huddersfield Grammar School welcomes applications for admission from pupils of all backgrounds. This policy applies to all pupils, including those in our Early Years Foundation Stage. We admit pupils with an additional educational need and/or disability provided both parents and school conclude that we can provide appropriately for the child's specific needs.

### 2 Enquiries

- 2.1 All enquiries and applications should be made to the Admissions Manager, who will ensure that you have all the information you need.

### 3 Visits

- 3.1 Prospective parents are encouraged to visit to see the school in action and to meet the Headmaster. Huddersfield Grammar School takes the approach that 'Every Day is an Open Day', so parents can make an appointment for a personal tour on any appropriate school day. Please contact the Admissions Manager to arrange this.

### 4 Registration

- 4.1 Following a visit, parents wishing to register their child should complete a Registration Form and return it with a payment for the registration fee. The registration fee covers the cost of administering the registration procedure, including the waiting lists and is non-refundable. Registration is an indication of interest and is not a guarantee of a place.
- 4.2 The school will respond by confirming that the child's name has been placed on the admission list for the relevant term and year. If the year group is fully subscribed, they will be placed on a waiting list. A place is confirmed once a formal offer has been made by the school and a deposit has been received in return.

### 5 Admission to the Kindergarten

- 5.1 Children are welcomed into the Kindergarten from three years of age as long as they are completely out of nappies. No formal assessment of Kindergarten-aged children is undertaken, although parents will be asked about their child's general development and any identified special educational needs prior to a place being offered. Places are not automatic and, in some rare cases, a place will not be offered if we judge that a child's development is below expectation or that they will not flourish in the environment we offer.

### 6 Taster Days

- 6.1 We offer Taster Days as an opportunity for all prospective pupils to experience a typical school day. On this day, the school will make a general assessment of the child's suitability to attend the school. The parents of each applicant will be informed at the end of the Taster Day whether a place is available. The school will not be obliged to state its reasons for declining a request for admission.

### 7 Transition from Kindergarten to Reception

- 7.1 Transition from Kindergarten (age 3-4) to Reception (age 4-5) is not automatic. Children are assessed based on an ongoing observation of their learning and development.

### 8 Transition through year groups

- 8.1 It is anticipated that all pupils will transition through the school and reap the rewards of the education on offer. Should this prove not to be the case, parents will be informed of any concerns at the earliest opportunity and at the latest before the end of the Spring Term if there appears to be any reason why the pupil may be refused a place in the subsequent year groups. In rare cases it may be that a pupil's progress or behaviour means that transfer to the next stage of the school is not deemed appropriate.

### 9 Admission to Other Year Groups

- 9.1 Children joining the school in other year groups are assessed in the core subjects of English and Mathematics. Parents will be asked about their child's general development and any identified special educational needs prior to a place being offered. Further, it is likely that the school will ask to see past school reports and the Headmaster may wish to contact the Headteacher at the child's current school prior to confirming the offer of a place.
- 9.2 For children seeking to join the school in Year 10, the most important issue for entry is whether GCSE options subjects fit reasonably well and whether the individual is willing to wholeheartedly embrace the ethos of the school.

Emphasis is placed on the importance of:

- an interview with the Headmaster and/or a Deputy Head;
  - references or reports from the present school;
  - a Taster Day, during which a standardised assessment will be made in English and Mathematics;
  - samples of work in English and Mathematics.
- 9.3 Academic Scholarships are awarded following the Scholarship Assessment Day in January each year and, subject to outstanding performance, Performing Arts Scholarships may be awarded in Dance, Drama and Music, and Sports Scholarships may also be awarded. Candidates for both Performing Arts and Sports Scholarships must also achieve an acceptable academic standard at the Scholarship Assessment Day. Please refer to the Scholarship and Exhibition Awards Policy for further details.
- 9.4 Headmaster's Exhibition Awards for scholarship standard performance that may not rank high enough to receive a scholarship itself, and Means Tested Bursaries, may also be awarded at the discretion of the Headmaster.
- 9.5 Overseas pupils may be required to undertake a language proficiency assessment before a place is offered. This includes a written assessment and may also include an interview, either in person or via electronic media.

### 10 Allocation of Places

- 10.1 In the event that the number of children registered for any year group exceeds the places available, the following priority procedure will be applied:
- Siblings in the school
  - Length of time the child has been registered
  - Results obtained in standardised tests

### 11 Offer

- 11.1 The parents of each applicant will be informed at the end of The Taster Day whether a place can be offered. The school is not obliged to state its reasons for declining a request for admission.

### 12 Waiting List

- 12.1 If no place is available, parents may place their child's name on the waiting list for the school. The school cannot guarantee when a place may become available.

### 13 Appeal

- 13.1 There is no appeal process for admission to the school. The decision of the Headmaster is final.

### 14 False Information

- 14.1 Where the school has made an offer of a place on the basis of a fraudulent or intentionally misleading application, which has effectively denied a place to a child with a stronger claim, the offer of a place will be withdrawn.

### 15 Overseas Pupils/Pupils with English as an Additional Language

- 15.1 We welcome pupils from a wide variety of cultural backgrounds, including overseas pupils and those with English as an additional language (EAL). Children entering the School must have an appropriate working knowledge of English and parents must be committed to supporting further English study at their cost, if necessary.
- 15.2 Overseas pupils are required to have a guardian who is resident in the UK and who can act on behalf of the parents, if required.

### 16 Equality

- 16.1 The school pays due regard to the Equality Act 2010 and reasonable adjustments are made for pupils with special educational needs and/or disabilities.

16.2 Subject to our entry requirements being met, we welcome pupils with special educational needs or physical disabilities. We advise parents of children with special educational needs and/or physical disabilities to discuss their child's requirements with the school before registering for a place. This will enable the school to determine whether the school can make reasonable adjustments to ensure that the child can flourish as a learner. Where necessary, parents will be asked to provide a copy of an Educational Psychologist's report or a medical report and the school may need to discuss provision with external agencies. The cost of such reports is the responsibility of the parent. Where specific provision is required, parents may be asked to pay an additional charge to meet these needs (staffing and/or resources). In some cases, the school may receive funding from the local authority to provide additional support.

### **17 Admissions Register**

17.1 The school maintains an Admissions Register in line with regulatory requirements. See Admission, Attendance and Children Missing from Education Policy for further detail of statutory requirements.

## Admissions Policy

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<b>Ownership and consultation</b>	
Document sponsor (role)	Group Director of Education
Document author (name)	Simon Camby
Consultation – Oct 2016 (Original policy)	The following schools were consulted: Cumnor Boys School, Colchester High School, Clifton Lodge Prep School, Duncombe Prep School, Kings School, Kingscourt School, Meoncross School, and North Bridge House Senior School.
Consultation – May 2017 (Review)	The following schools were consulted as part of review: Akeley Junior, Kingscourt, Southbank Westminster, Meoncross, Downsends Ashted Pre-Prep, Clifton Lodge Prep School. Representative of Education Team – Robin Davies, ADE.

<b>Audience</b>	
Audience	Parents of pupils at Cognita schools School staff

<b>Document application and publication</b>	
England	Yes
Wales	Yes
Spain	No

<b>Version control</b>	
Version	For implementation September 2019
Review date	Review and update for implementation September 2020