



FOUNDED 1879

# HALLFIELD SCHOOL

## ADMISSIONS POLICY

<b>Head Master</b>	Mr K Morrow
<b>Chairman of Governors</b>	Mr G Ralphs
<b>Staff member with responsibilities</b>	Head Master & Director of Admissions, Marketing & Communications
<b>Subcommittee with responsibilities</b>	Education & Safeguarding
<b>ISI Regulatory Policy</b>	YES
<b>Date adopted by Governing Body</b>	Date   Spring 2025
<b>Date for policy review</b>	Spring 2028 (unless new legislation requires amendment)

*“Hallfield School promotes the safeguarding and welfare of children in its care;  
all policies support the Safeguarding Policy”*

All admissions and registrations to Hallfield School (the School) are coordinated by the Director of Admissions, Marketing & Communications and the Head Master.

## 1. INTRODUCTION

Hallfield School is a selective independent co-educational school catering for children from 3 months to 16 years.

This Policy sets out the process by which pupils register for places at the School and are selected for admission.

The School keeps an up to date register of admissions in line with the School Attendance (Pupil Registration) (England) Regulations 2023.

## ADMISSION PROCEDURES

- **Entry**

The majority of pupils will join at the beginning of a new school year (September). However pupils can also be admitted during the school year, subject to availability of places

- **Criteria for Entry**

Pupils will be required to meet the criteria for admission as set out in the Admissions Procedures below for our 0-4 Provision (Hallfield*first* and Foundation), Pre-Prep (4-7 years), Prep (7-11 years) and Seniors (11-16 years).

In the event of the demand for places exceeding the number of places, the following criteria will be applied for pupils who **MEET** the entry requirements:

1. Priority will be given to siblings of existing pupils (where Hallfield is deemed to be a suitable environment for the sibling);
2. Places will then be offered to pupils whose parents show a commitment to a Hallfield education, through to Year 6, Year 8 or Year 11;
3. Pupils that will benefit from, and contribute to, a Hallfield education and participate in the full life of the School taking into account a current school report and / or reference from a current school or setting;

- **Registration**

The School will consider each application once the registration fee has been paid and the registration form is completed in full. The registration fee is non-refundable, and does not guarantee the offer of a place.

## **2. ADMISSION PROCEDURES**

### **a. Entry into Pre-Prep (Reception, Year 1 and Year 2)**

Where a place is available a pupil will be invited in for an assessment, usually in the same half-term in which the parent has completed the registration form for entry to Year 1 or 2.

For new pupils joining Hallfield in Reception, a pupil will be invited to attend an assessment day in the Autumn Term of the academic year prior to the year of entry.

Parents must ensure that all medical information, all SEND / behavioural issues, emergency contact details and allergy information is communicated to the Admissions Department beforehand. Where applicable a school report from the pupil's current school / setting will be required.

Any offers of places are normally made within five school days. If a parent wishes to accept the place, they should return the acceptance form and deposit within 10 working days.

The School's decision is final and the outcome of the assessment is not discussed with parents.

### **b. Entry into Prep (Years 3 – 6)**

Where a place is available a pupil will be invited in for an assessment / taster day usually in the same half-term in which the parent has completed the registration form. A formal interview with either the Head Master or Head of Prep will also take place as part of the assessment process.

The assessments will measure progress in maths and English. Where English is an additional language, further assessments may be necessary. A school report from the pupil's current school / setting will be required.

Parents must ensure that all medical information, all SEND / behavioural issues, emergency contact details and allergy information is communicated to the Admissions Department beforehand.

Any offers of places are normally made within five school days. If a parent wishes to accept the place, they should return the acceptance form and deposit within 10 working days.

The School's decision is final and the outcome of the assessment is not discussed with parents.

### **c. Entry into Hallfield Seniors**

#### **Admissions Process for Year 7 Entry (September 2026 onwards):**

1. Pupils applying for Hallfield Seniors will sit an Entrance Examination in October of the preceding year of entry, before the half-term break.
2. The Entrance Exam will include:
  - a. **English:** A comprehension paper and a creative writing paper.
  - b. **Mathematics:** Arithmetic and applied problem-solving questions.
  - c. **Cognitive Ability Test:** Evaluating logical reasoning and problem-solving skills.
  - d. **Interview:** With either the Head Master or Head of Seniors

#### **Assessment and Offers**

Offers will be extended to pupils (internal and external) who demonstrate the required ability and application.

1. **Priority for Hallfield Pupils:** Current Hallfield pupils will be given priority for Year 7 places, provided acceptance forms are submitted by the end of the Autumn Term.
2. **Internal Exam Data:** Hallfield pupils benefit from our comprehensive Year 5 assessment data. If a current pupil underperforms in the entrance exam unexpectedly, we will consider their overall performance and ability when making our decision. This is an advantage we can offer only to Hallfield pupils.

**Please note:** Places are limited and demand is expected to exceed capacity.

Pupils who meet the academic requirements (both internal and external) will have the opportunity to spend the day with current Year 7 pupils and have a 'Seniors Experience Day'.

If a parent wishes to accept the offer of a place, they should return the acceptance form and deposit within 10 working days of receiving the offer.

The School's decision is final and the outcome of the assessment is not discussed with parents.

Assisted Places (Bursaries) and Scholarships (Academic, Sports, Music, Art, Language, Old Hallfieldian) are available by separate assessments – details can be obtained from [admissions@hallfieldschool.co.uk](mailto:admissions@hallfieldschool.co.uk)

#### **d. Entry to Hallfield*first* Nursery and Foundation Pre-School Provision for Children aged 3 months - 4 years old**

For children to be considered for entry into the Nursery (Hallfield*first*) and Foundation, they must first register for Hallfield School (Pre-Prep), which starts at the Reception Year (the academic year in which a child has their fifth birthday).

Hallfield*first* caters for children from the age of three months and children move into Foundation from the September following their third birthday.

Places are not available for parents seeking a 'stand-alone' Nursery or Foundation place and who are not committed to Hallfield School.

There is no formal evaluation of children entering the Nursery, although parents are asked about their child's general development and any identified additional needs prior to a place being offered.

Foundation children are observed in class to ascertain their personal, social and emotional development, physical development and communication and language development. It is expected that most children joining Foundation will be meeting or are capable of meeting the age-related expectations in the EYFS prime areas of learning.

If a child is already attending another setting, for example a day nursery or pre-school, then parents are asked to supply a copy of their child's learning and development progress record.

Providing the child has registered for entry to Hallfield School, if there are places available in Hallfield*first*, offers of places are prioritised in accordance with the following criteria:

1. Siblings of children already enrolled and attending Hallfield School
2. Siblings of children offered a school place at Hallfield School, who will take up their place at the same time or prior to the Nursery child starting;
3. First or only children who are committed to continuing their education until Year 6, Year 8 or Year 11

Children entering Hallfield*first* are expected to attend for a minimum of three days per week. Children entering Foundation may join for a minimum of three days per week, but are encouraged to increase attendance throughout the year, in preparation for their entry to Reception in the September following their fourth birthday.

Once parents have accepted a place for Hallfield*first* they are invited to bring their child to the Nursery for settling in sessions, prior to the agreed entry date.

Children joining Foundation will also start on their agreed entry date. Any place not taken up by the agreed start date, unless exceptional circumstances have been agreed beforehand, will be forfeited and offered to the next child on the waiting list.

### **3. ACCEPTANCE OF A FORMAL OFFER**

An acceptance deposit of £1000 is payable at the time of contract and is non-refundable in the event that the place is not taken up (subject to the Parent Contract available from [admissions@hallfieldschool.co.uk](mailto:admissions@hallfieldschool.co.uk) ).

A refund of the acceptance deposit, less any disbursements, is made at the end of the academic year in Year 6, Year 8 or Year 11 **only**, and this is made as a credit on the final invoice. Pupils who leave prior to Year 6, even when a full term's notice is served, will not normally receive a refund of the acceptance deposit.

The School will comply with all anti-discrimination legislation with regard to sex, race, disability and human rights and the protected characteristics.

### **4. FEES AND EXTRAS**

The current Registration Fee, Acceptance Deposit and other fees are set out in the General Information Booklet (available from [admissions@hallfieldschool.co.uk](mailto:admissions@hallfieldschool.co.uk)). These may be updated from time to time and parents will be notified in writing of any changes at least one term before they are introduced.

Fees must be paid on the first day of term to which they relate, or by guaranteed direct debit arrangement. Fees that are not settled by that date will incur a late payment surcharge of £50 per child for the first month (or part of).

Additionally, further charges of £100 per child for each subsequent month (or part of) may be imposed should those fees continue to remain unpaid.

The School may suspend a pupil at any time for non-payment of fees unless parents have agreed alternative arrangements with the Director of Finance and Operations in advance of the first day of term. Additionally, siblings will not be offered a place within the School while School fees are outstanding.