

# Perrott Hill Admissions Policy



**Day-to-day responsibility for the governance of the school lies with the Board of Governors whilst the Chair of the Board of Directors holds ultimate responsibility.**

*This policy is written with the inclusion of the Early Years Foundation Stage and boarding.*

## **Authority and Circulation**

This policy has been issued with the authority of the Board of Governors of Perrott Hill. It is addressed to prospective parents and pupils and to all members of the teaching and administration staff.

## **General**

Perrott Hill is a co-educational independent day and boarding school for pupils from ages 2 to 13. The School has approximately 180 pupils, with a mix of day pupils, full, weekly and flexi boarders in the prep school.

Perrott Hill is a non-selective school; entry is at the discretion of the Headmaster following a meeting with the parents, a successful taster day or online interview and consideration of the report from the prospective pupil's last school. The maximum class size for academic subjects is 18, although the Headmaster reserves the right to exceed this in exceptional circumstances. The ratio of staff to pupils in the Nursery is 1:13 (instructor status) or 1:8 (other appropriately qualified nursery staff). All enquiries for admission to Perrott Hill should be made to the Admissions Registrar. A pupil may be registered at any time after birth. Perrott Hill allocates provisional places on receipt of the completed Registration Form and an £100 non-refundable registration fee. Places are confirmed on receipt of: the signed Form of Acceptance, a £500-deposit, two recent school reports and the successful completion of a taster day or online interview. Children are accepted at any time during any term on condition that a place is available. Should the School be oversubscribed, a waiting list will be operated.

Deciding on the right school for a child is very important and we believe that a personal visit is invaluable. We hold a number of Open Days throughout the year, currently one each term which give a general introduction to the School. The Headmaster is also very happy to welcome prospective parents and their children at other times, by prior arrangement. Please contact our Admissions Registrar on 01460 72051 or email [admissions@perrotthill.com](mailto:admissions@perrotthill.com) to arrange a visit.

## **Policy**

The aim of this policy is to identify and admit children who can take advantage of the broad and varied curriculum and thrive in the environment that Perrott Hill offers.

## **Equal Treatment**

Our aim is to welcome pupils from all sections of the community once the decision has been made to educate them within the independent sector. All candidates for admission will be

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treated equally, irrespective of their parents' race, colour, language, religion, political or other opinion, national, social origin, sexual orientation, or gender identification.

## **Disability and Special Educational Needs**

The School requires notification of any known disability or special educational need which may affect a child's ability to take advantage of the education provided at the School. Parents of a child who has any disability or special educational need should provide the School with full written details at registration, or subsequently before accepting the offer of a place. The School requires this information so that, in the case of any child with specific learning differences, we can assess those requirements and consult with the parents about the adjustments that can reasonably be made to cater adequately for them. Similarly, if special education needs or a disability become apparent after admission, the School will consult with parents about any adjustments which can reasonably be made to cater adequately for the child's needs. The School will do all that is reasonable to comply with its legal obligations of the Equality Act 2010 and the Children and Families Act 2014 and moral responsibilities in order to accommodate the requirements of applicants who have disabilities.

## **International Applicants**

We recognise parents may use the services of an Introducer or agency to find a suitable school in the UK. The Introducer will provide the School with evidence of its fitness to fulfil the terms of this Agreement. Such evidence will normally be membership of British Boarding Schools Network (BBSN) or the Boarding Schools Association (BSA) or another organisation of similar good standing, however in exceptional circumstances the School may accept in its sole discretion alternative evidence, which may include professional references, proof of insurance, or other information.

We welcome international pupils as boarders provided that they have a legal guardian living in the UK. As part of the admissions process for such pupils the Educational Guardianship Form must be signed by both parents and the UK guardian. The guardian will be required to provide accommodation for half term holidays and exeat weekends (unless they have made arrangements for the international pupil to stay with friends), supervise travel arrangements and sanction overnight stays and medical emergencies. Agents should refer to the Educational Guardian policy for more information.

International pupils should be fluent at the Basic Level A1 in the English language to enable them to participate fully in school life. Extra tuition in English as an Additional Language (EAL) is offered, with the coaching given at the parents' expense. This is compulsory if the pupil is to take any internationally recognised English proficiency exam set by The Cambridge English Language Assessment such as First, PET or KET whilst at Perrott Hill. International applicants (child and parent or agent) must take part in an online interview with the Headmaster and senior staff before an offer is made or a taster day is requested.

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## **Religious Beliefs**

Although Perrott Hill has a Christian ethos, we do not select on the basis of religious belief, and we offer the opportunity for all religions to practise their own faiths. Parents should be aware, however, that there is compulsory Saturday school (from Year 5 onwards) and that all pupils are expected to attend this until 4pm (or until any sports fixture completes).

## **Refusal of Candidates**

It is possible that a pupil may be refused a place if, after due consideration, the School believes that it is unable to provide an appropriate educational environment for the child or if it believes that it is unable to serve the child's best interests. Perrott Hill also reserves the right to refuse a child whose behaviour during the taster day is very disruptive.

## **Siblings**

Most siblings join us at Perrott Hill. However, admission is not automatic, and there may be occasions where we judge that a sibling is likely to thrive better in a different academic environment or where a particular year group is already full.

## **Bursaries**

We offer means tested awards at the usual points of entry, where the parents have indicated that they require financial support. Parents can only apply for a bursary once they have registered their child/children with the School. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need. Bursaries are 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. Details are available from the Bursar.

## **Scholarships**

Perrott Hill offers 9+ and 11+ scholarships for excellence in: Academic, Music, Sport, Drama, Art, and All-Rounder. Scholarships are designed to reward excellence and to celebrate exceptional talent. In recognition of this achievement, the Scholar is offered a percentage reduction in the fees (at the discretion of the Headmaster) throughout his/her time at the School, but it should be noted that scholarships do not generally carry a weighty fee remission. Details of the arrangements are available from the Admissions Registrar. We encourage parents of Scholars who anticipate that they will experience difficulty in meeting the balance of the tuition fees, to apply at the same time for one of the School's means tested bursaries (described above), when they register their child. Scholarships are held for the duration of a pupil's time at the School, provided his/her conduct is satisfactory.

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## Admissions Procedure

The Admissions process is overseen by the Admissions Registrar who is the single point of contact between the school and parents and agents until the pupil is on roll. Communication is then through the usual school process for day pupils and boarders.

## Initial Enquiry

The initial enquiry can be via the School website, email, or telephone. The Admissions Registrar will complete an Initial Admissions Enquiry Form ascertaining the relevant information regarding the prospective parents and their child/children. This information will then be transferred onto the school's management information system. On the same day, or as soon as possible after this date, a communication will be sent out with the School prospectus, a copy of the fees, a registration form, and the latest copy of the Perrott Hill 'Review' magazine.

## Visiting the School

Following receipt of a prospectus (or before if necessary), parents can contact the School to arrange a visit. This can either be during Open Mornings which are held on a termly basis, or they may arrange a private tour of the School and an appointment with the Headmaster. During this visit they will have the opportunity to see the School and discuss the particular requirements of their child/children. The Headmaster will then have an informal meeting with the parents (and the child/children if present) which allows the Headmaster to begin to assess Perrott Hill's suitability as a possible school.

## Registration

Prospective parents receive a Registration Form with their prospectus information which should be completed at the earliest opportunity and returned with a non-refundable registration fee of £100. Receipt of this is acknowledged by the Admissions Registrar and the provisional place, or waiting list place, is confirmed in writing. Please note, the School requires registration to take place before taster days can be arranged and an offer can be made. Places are only guaranteed once a signed contract and deposit have been received.

## Further information

In order to help provide the best experience at taster days, parents will be asked to provide any details of their child's/children's previous schooling and needs that may be relevant to their entry into Perrott Hill by both the registration form and any school reports, exam results, samples of work or other information deemed to be important.

## Taster Day

The Admissions Registrar will discuss suitable dates when the child/children might come and spend a day at the School. In the case of prospective boarders, we suggest a 'taster night' in the boarding house. We aim to make prospective pupils feel welcome and at ease. They will be assigned a guide from their tutor group who will be on hand to look after them throughout the day. An additional boarding guide would be assigned for any 'taster night.'

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Work will be set that will enable the class teacher and/or form tutor to give appropriate feedback to the Headmaster. Areas of the curriculum that the child has not covered are noted, as are any successes or difficulties. Note is also taken of social awareness and relationships with children and adults. The child/children are usually invited for their taster day during the academic year prior to entry. For entry into the Nursery, the taster day usually takes place during the term before entry. Alternative arrangements can be made for international students or late entries. Parents will receive feedback from the child's Form Tutor or other teacher at the end of the child's day at Perrott Hill and a phone call from either the Admissions Registrar or Headmaster if appropriate.

## **Offer of a Place**

Before the offer of a formal place, all relevant information will be considered and discussed with the appropriate staff as may be required. The Headmaster will then make a decision on the offer of a formal place to the child/children and if a place is offered the School Contract, together with the terms and conditions, Perrott Hill Rules and Guidelines and additional forms, will be sent to the parents.

## **Acceptance**

Once the offer of a place has been made by the School, the place can be secured by completing the Form of Acceptance. The child's/children's place is not guaranteed until the Form of Acceptance is signed by both parents (having familiarised themselves with the School Behaviour and Exclusion Policy) and returned to the School, together with the £500 deposit (or £1000 deposit for international applicants) which is refundable against the child's/children's final term's fees. The deposit is not refundable if your child does not take up a place at the School.

## **New Pupils' Day**

All pupils joining in September will be invited to New Pupils' Day which takes place towards the end of the Summer Term.

## **Joining information**

Prior to the child/children starting at Perrott Hill the Admissions Registrar will issue comprehensive information to aid the lead up to the child joining, including uniform and activities lists, form and class information, details of guides and all such information that may be required.