



HORNSBY HOUSE SCHOOL

Admissions Policy

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Aims

- To ensure compliance with the School's charitable status providing an independent education for boys and girls between the ages of 4 and 11.
- To set procedures that are fair and consistent with the school ethos.
- To begin a lasting partnership with parents.

Procedure

Entry Points

- The school accepts a maximum of 66 children in Reception. Occasionally places in Years 1 - 5 may become available and may be taken up at any stage in the year as agreed by the School and the parents.
- The School takes the applicant's age on 1st September to determine the year group a child joins. Exceptions may be made where an applicant is not considered to be sufficiently mature to meet the academic and social demands of a year group.

Interest in the School

- When the school receives an enquiry from a prospective parent they are invited to attend an open morning.
- There is an open morning each term.
- Parents are requested to contact the Registrar if they wish to make an appointment to see the Headmaster individually.

Entry into Reception

- Entry into Reception is un-assessed.
- Places will be offered in order of "age of the child at registration" that is, the time elapsed between the date of birth and the date of registration in years, months and days.
- Registered siblings and the children of staff and alumni have priority for entry to the Reception Classes.
- Parents register their child online via our website and are asked to pay a registration fee of £100. Upon registration, pupils applying for a place in reception are put on a waiting list.
- Each spring, 16 months prior to the start of the year of entry, the School contacts parents of children registered for the following year, invites them to attend an open morning and asks them to reconfirm their registration.
- During the Spring Term, the school writes to the parents of children registered to offer places for the following academic year. Parents are asked to accept or decline the offer within fourteen days, so that the place can be offered to another family if necessary.

Entry into Years 1 - 6

- Entry into Years 1 to 6 is subject to an assessment by the Head of Assessment for (KS2 places) or Head of Lower School (for KS1), who will make a recommendation to the Headmaster regarding the child's ability to cope with the academic demands of the school.
- Pupils applying for entry into Years 1 to 5 will spend a morning at Hornsby House and take part in a formal assessment which includes, reading, writing, maths and reasoning (Y3-6 only) and a group activity. A report will be requested from the pupil's previous school and any other agencies that have been involved in that pupil's education.

Conditions for Admission

- The applicant is of the appropriate age and sufficient maturity
- The applicant enjoys satisfactory general health
- The applicant's learning difficulties or special educational needs can, in the opinion of the Headmaster, be managed within the School's normal provision.
- The present school reports satisfactory attitudes and conduct on the part of the parents and applicant.
- Fees at the present school have been paid and the parents are able, if required, to satisfy the Headmaster that they are able to pay the fees for Hornsby House.

A place will be offered, if one is available, if Hornsby House School can provide appropriate education for the applicant, regardless of race, nationality, ethnic origin, religious faith, area of residence or socio-economic group.

The Offer of a Place

- The School writes to all parents of applicants regarding whether a place is being offered or not.
- The School is not obliged to state its reasons for rejection of an applicant.

Deposit to Secure the Place

- On being offered a place, parents are asked to pay a non-refundable, non-transferable deposit of £2500. This will be deducted from the fees for the pupil's final term at Hornsby House, provided that a term's notice of withdrawal is given. If the term's notice is not given, or the place is not taken up, the deposit is forfeited.

Induction for New Pupils

- In the Summer Term prior to the pupil's entry to Hornsby House, the parents will receive a link to the 'Parents' Handbook' which gives details of the day to day running of the school, uniform, certain policies and guidance about how to communicate with the School.
- Parents will be invited to the annual Summer Exhibition and other events where they will have the opportunity to meet staff and current parents.
- Reception pupils and parents will be invited to a tea party in the Summer term where they will meet their class teacher and the other pupils in their class.
- Children entering in Year 1 – 5 will be asked to come to a 'Move-Up' morning where they will meet their class teacher and the other pupils in their class.
- Once the child has been admitted, parents are asked to keep in close contact with the class teacher to ensure a smooth transition.

Assistance with Fees

- Assistance with fees may be offered based on an assessment, carried out by a third party.
- The school offers a small number of music scholarships on an annual basis.

Responsibilities

- The Headmaster is responsible for admissions.
- The Headmaster is supported by the Registrar, the Head of Assessment and the Head of the Lower School in carrying out this policy.
- Documents supporting each application for admission, together with assessment notes, are held for at least one year by the School.
- The admissions process will be reviewed in October 2025