



PRAESTAT OPES SAPIENTIA

# HAMPTON SCHOOL

## Admissions Policy & Procedures

This policy can be made available in large print or other accessible format if required.

### Introduction

1. Hampton School is an academically selective day school for boys aged 11-19 years and maintains an all-round approach to education.
2. The Headmaster is responsible for admissions and the operation of this policy.
3. The aims of this policy are:
  - (i) To ensure compliance with the Hampton School Trust's charitable purposes
  - (ii) To set selection criteria and procedures that are consistent with these charitable purposes and fair to all applicants
  - (iii) To identify applicants whose academic and other abilities appear to match the ethos and standards of the School, and whose personal qualities suggest they have the potential to contribute sufficiently to the School community and to benefit from the many opportunities offered by the School
4. The Hampton School Trust Governing Body reviews the School's admissions procedures and selection criteria regularly. A Governor of the Hampton School Trust audits admissions procedures annually.
5. The policy and admissions procedures are carried out in accordance with the Equality Act and are reviewed annually by members of the Senior Management Team and the Governors of the School. No applicant will be treated less favourably during the application process or during assessment on the grounds of their skin colour, race, nationality or ethnic or national origin, gender, religion or belief, disability, sexual orientation or socio-economic group.

### Special Education Needs and Disability

6. The School is inclusive and welcomes applicants with disabilities and special educational needs, promoting a positive culture towards their inclusion. The School will not treat such applicants less favourably on these grounds. The School will do all that is reasonable to comply with its legal and moral responsibilities under the *Equality Act 2010* and the *Special Educational Needs and Disability Act 2001* in order to accommodate the needs of applicants who have disabilities or needs for which, with reasonable adjustments, the School can cater adequately.

Date updated	April 2018	Date ratified by Governors	June 2018
Date of next review	April 2019	Reason for review	Annual review

7. The School must be made aware of any known disability or special educational need that may affect a child's ability to participate in the admissions procedure and take full advantage of the education provided at the School. Parents or guardians of an applicant who has any disability or special educational needs will be required to disclose full written details during the admissions process and will be asked to complete a Confidential Pupil Information form. All relevant information must be provided to The Headmaster at least six weeks before attending an entrance examination at the School. Additional information may be requested.
8. The School needs this information so that, in the case of any applicant with particular needs, staff can assess those needs and where possible take reasonable steps to make sure the School can provide adequately for them throughout the admission process (including at interview, on attendance at the School and during the entrance examination, as appropriate).
9. The School will consult with parents or guardians about the adjustments that can reasonably be made for the applicant both during the admission process and later as a pupil should the offer of a place be made.
10. The School will do all that is reasonable to ensure that the information and application procedure is accessible for disabled applicants and will make such reasonable adjustments as necessary. Similarly, if special educational needs or a disability become apparent after a place at the School has been accepted, the School will consult with the parents about adjustments that can reasonably be made in order to allow the pupil to continue at the School. If an undisclosed special educational need or disability becomes apparent after a place at the School has been accepted, the School reserves the right to withdraw the offer of a place, in particular where the School is concerned that there has not been honest disclosure about special educational needs or disability.

### **Bursaries and Scholarships**

11. The School welcomes applications from boys whose parents cannot afford the fees in full or in part. Bursaries are means-tested. Scholarships are awarded on merit irrespective of means. A boy may hold both a Bursary and a Scholarship. The Bursar is available to advise parents who are considering an application for a Bursary in advance of their application. Please see the School's 'Guidance on Bursaries', which is available on request.
12. The award of a scholarship recognises an applicant's outstanding performance in the School's formal entrance examinations, together with the additional field to which their scholarship relates. The School currently offers the following scholarships: Academic, Art, Chess, Choral (11+ entry only), Music, Performing Arts and Sport. A scholarship may provide a partial remission of a percentage of annual tuition fees. Please see the School website for further information and guidance on scholarships.
13. Every Bursary, Scholarship or any other award is a discretionary privilege and is subject to terms and conditions, most notably the requirement for pupils to apply themselves fully to realise the benefit of the award. Please see the School's Terms & Conditions and the School's Scholarships and Bursaries Conditions of Award for further details, copies of which can be obtained from the Admissions Office.

## Entry Points

14. The usual entry points are 11+, 13+ and Sixth Form (16+). A pupil may, however, be accepted at other points if a place is available. Offers made are not transferable from one entry point to another.
15. For the purposes of entry, an applicant's age is calculated according to UK custom. The School does not rigidly apply the 1 September birthday watershed for determining the applicant's eligibility for entry, but an applicant whose birthday falls after 1 September in the academic year of entry will need to demonstrate that he is of sufficient maturity to cope with the academic and social demands of the School (and relevant entry point).
16. Occasionally, an applicant may have fallen behind in his education due to illness, time spent abroad, etc. In such cases, the School may offer a place in a year group lower than the applicant's age would normally imply. The School may also offer an outstanding applicant a place in a year ahead of his relevant age group. Parents or guardians will be consulted before such an offer is made, but the decision as to the appropriate year for the applicant to join, taking into account all the relevant circumstances, is a matter for The Headmaster, whose decision is final.

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17. Visitors' Mornings and Afternoons take place throughout the School year. Parents or guardians of prospective applicants are encouraged to attend these events (which include a tour of the School and the opportunity to meet with pupils and senior members of staff) prior to applying for admission in order to assess the suitability of the School for the prospective applicant.
18. Parents or guardians of all applicants for all years must complete a Registration Form and pay the appropriate Registration Fee. The Registration Fee is set as a payment towards the costs incurred by the School in administering the admissions process before the offer of a place is made. It is non-refundable, irrespective of whether or not the registered child attends the external entrance examination or Sixth Form interview.
19. All relevant dates for the admissions timetable are shown in the 'Further Information' booklet contained in the School prospectus and published on the School website.
20. **Entry at 11+**
  - a) Boys are required to sit the School's 11+ entrance examination while they are in Year 6. The examination comprises the following written papers: Mathematics; English Response and Composition; Words and Reasoning.
  - b) Alternatively, boys in Year 5 may apply for an Advance Place for 11+ entry. Applicants are required to sit the School's 10+ entrance examination while they are in Year 5. The examination comprises the following written papers: Mathematics; English; Reasoning.
  - c) The 11+ and 10+ entrance examinations are designed using similar principles, but are produced to suit the specific age group.
  - d) Applicants who perform sufficiently well in the 11+ entrance examination will be invited to interview and a report from the Head of the applicant's current school will

be requested. There is no interview at the 10+ examination stage, but a report from the Head of the applicant's current school will be requested.

- e) Applicants who reject or are not offered an Advance Place in Year 5 may sit the 11+ examination afresh during the following academic year. Applicants who accept an Advance Place need take no further examination for entry at 11+ but may, if they so wish, sit the 11+ examination for the purposes of application for an academic scholarship award or bursary.
- f) Applicants who are not successful in the 10+ examination may not subsequently sit the 13+ Pre-test for entry at 13+.

## 21. **Entry at 13+**

### **Year 6 Pre-test**

- a) Boys are required to sit the School's written Pre-test in Year 6. This examination is similar in structure to the entrance examination sat by boys for entry at 11+ (see above).
- b) Applicants who perform sufficiently well in the written Pre-test will be invited to interview and a report from the Head of the applicant's current school will be requested. Offers of a place are currently conditional on a satisfactory performance in the Common Entrance Examination or Common Academic Scholarship Examinations. From September 2020, however, places offered for 13+ entry will not be subject to this condition. Places will be offered subject to receipt of a final Prep School report showing that appropriate levels of effort and attainment have been maintained since the Pre-test in Year 6.

### **Year 7 Pre-test**

- a) If an applicant is unsuccessful in the Year 6 Pre-test, he may sit again completely afresh the following year. The Year 7 Pre-test is also open to new applicants from Prep schools who have not sat the School's entrance examinations before.
- b) The Year 7 Pre-test assessment process is similar in structure to the Year 6 Pre-test. Offers of places are currently conditional on a satisfactory performance in the Common Entrance Examination or Common Academic Scholarship Examinations. From September 2020, however, places offered for 13+ entry will not be subject to this condition. Places will be offered subject to receipt of a final Prep School report showing that appropriate levels of effort and attainment have been maintained since the Pre-test in Year 7.
- c) Offers made for 13+ entry are not transferable from one entry point to another (the offer of a place into the Third Year at 13+ may not be transferred to entry into the First Year at 11+).

## 22. **Entry from Hampton Prep School: Assured Place Scheme**

- a) Pupils at Hampton Pre-Prep and Prep are eligible for consideration for an Assured Place at Hampton School from Year 2 onwards. If awarded, this enables them to

transfer to Hampton School at the end of Year 6. The Hampton Pre-Prep and Prep Headmaster provides the Assured Places Panel with results of nationally standardised academic assessments conducted at Hampton Pre-Prep and Prep School and a written report on each eligible pupil's academic and all-round potential, and behaviour. Pupils at Hampton Pre-Prep and Prep School who do not

secure an Assured Place in Year 2 are eligible for consideration for an Assured Place from Year 3 until the end of Year 5.

- b) Pupils entering Hampton Pre-Prep and Prep School from Year 3 onwards are also eligible to be considered for an Assured Place at Hampton School, which enables them to transfer to Hampton School at the end of Year 6. The assessment for an Assured Place is carried out at Hampton Prep School and a report on good behaviour and academic motivation from the applicant's current school will also be sought.
- c) The offer of an Assured Place is conditional upon the applicant attending Hampton Prep School until the end of Year 6.
- d) Boys at Hampton Prep School who have not gained an Assured Place by the end of Year 5 may sit Hampton School's 11+ entrance examinations (see above).
- e) Boys who are awarded an Assured Place must sit the Hampton School 11+ entrance examination in Year 6 if they wish to be considered for a scholarship or bursary.
- f) If a boy fails to maintain a suitable level of effort and attainment over a prolonged period at any time following the offer of an Assured Place, the Headmaster of Hampton Pre-Prep and Prep may recommend to the Headmaster of Hampton School that the offer of an Assured Place should be revoked.

### 23. **Sixth Form Entry**

- a) We welcome external applications for the Sixth Form at 16+. Places are awarded subject to availability and upon a candidate meeting the criteria detailed below.
- b) Applicants are required to provide a one-page personal statement. This should outline their reasons for applying to join Hampton School, give an indication of their future aspirations, and explain the contribution they would make to the Hampton School community. A copy of the applicant's most recent school report and details of predicted I/GCSE grades are also required.
- c) The School will request a reference (covering all-round achievements, conduct and academic potential, including the applicant's predicted grades at I/GCSE) from the Head of the applicant's current school.
- d) Based on their personal statement, current Head's report and predicted I/GCSE grades, applicants may be invited to attend an assessment day. Not all applicants will be invited for assessment.
- e) The assessment day includes an online aptitude test and a short question paper in each of the subjects the applicant wishes to study in the Sixth Form.

- f) Applicants who perform well in the entrance assessments will be invited to interview. Subject interviews are academic in nature.
- g) Any offer of a place will be conditional on a high proportion of A's and A\*'s being achieved at I/GCSE. In general, I/GCSE grades should be broadly in line with that which a typical Hampton Fifth Year (Year 11) pupil will be expected to achieve. Hampton School will consider the new grades 8 and 9 to be equivalent to an A\*. I/GCSE grades 8, 9 or A\* are generally required in all subjects the candidate wishes to study in the Hampton School Sixth Form.
- h) Overseas applicants who have not followed I/GCSE syllabuses will need to demonstrate sufficient knowledge of the subjects they wish to study in the Sixth Form and may be required to undertake further written assessments.

### **Admission during the year or in unusual circumstances**

- a) Applications for entry during the academic year or into the Second and Fourth Years (Year 8 and Year 10) are accepted at the discretion of The Headmaster subject to places being available.
- b) A copy of the applicant's latest school report will be requested and he will be asked to attend for assessments and an interview.

### **Interviews**

- 24. The interview for entry at any stage is only one of a number of the selection criteria.
- 25. The aim of the interview will be to explore the academic capabilities of the applicant, his/her hobbies and interests and his/her maturity and comprehension.

### **Selection**

- 26. The pre-conditions for admission include the following:
  - The applicant is of the appropriate age and sufficient maturity.
  - The School is able to provide adequately for any learning difficulty or special educational needs (if any) the applicant may have, making reasonable adjustments where necessary.
  - The School, having made reasonable adjustments, has the capacity to accommodate any disability the applicant may have.
  - The present school reports satisfactory attitudes and conduct on the part of parents or guardians and the applicant.
  - Fees (if applicable) at the applicant's present school have been paid to the best of Hampton School's knowledge.
  - The applicant has the legal right to live and study in the UK
  - Following entry to the School, the applicant will reside during term time within a reasonable daily travelling distance from the School with his/her parents or legal guardian (or in the case of those aged 16-18 with an authorised education guardian).

27. The academic criteria for selection for the School include the following:
- for external applicants, success in the relevant external entrance examinations (including Common Entrance or Common Academic Scholarship Examinations, as appropriate) and for Sixth Form entry, achieving the required grades at I/GCSE; and
  - a positive confidential reference from the applicant's present school; and
  - for all external applicants a satisfactory interview at the School; and
  - for Hampton Prep School applicants, being judged suitable for progression to Hampton School by continuous assessment of their work and by success in the entrance examinations, as required; and
  - commitment to the School's academic, co-curricular, pastoral and educational ethos as set out by the School's aims.
28. Subject to section 26 above, preference will be afforded to applicants who demonstrate special aptitudes or skills. The School is looking for intellectually strong and well-rounded pupils and those with talent in sports, music and the Arts, and for pupils who will benefit from the educational provision the School offers and contribute to School life. Decisions regarding the offer of places, bursaries and scholarships are made by the Admissions Committee.

### **Records and review**

29. Applicants' details will be held on file with due regard to the data protection legislation and the School's Privacy Notice and Records Management Policy.