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HAMPTON SCHOOL

Admissions Policy & Procedures

This policy can be made available in large print or other accessible formats as required.

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Date of next review	July 2021	Reason for review	Annual review

Introduction

- 1.1 Hampton School (the School) is an academically selective day school for boys aged 11-19 years and maintains an all-round approach to education. Selection is based upon academic merit, which is assessed in a number of ways. Our selection process is designed to identify pupils who are able to benefit from the distinctive education we offer and to make a positive contribution to the life of the School.
- 1.2 The Headmaster is responsible for admissions and the operation of this policy.
- 1.3 The aims of this policy are:
 - 1.3.1 To ensure compliance with the Hampton School Trust's charitable purposes
 - 1.3.2 To set selection criteria and procedures that are consistent with those charitable purposes and fair to all applicants
 - 1.3.3 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
- 1.4 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.
- 1.5 The policy and admissions procedures are carried out in accordance with the Equality Act and are reviewed annually by members of the School's leadership 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, religion or belief, disability, sexual orientation or socio-economic group.

This policy has been written with regard to the following documentation, each of which is available from the School, either through the website or on request:

- Equal Opportunities Policy
- Disability Discrimination Policy
- Special Educational Needs Disability Policy
- English as an Additional Language Policy
- Accessibility Plan
- Transgender Guidance
- Admissions - Further Information Sheet

Special Educational Needs and Disability

- 2.1 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 Code of Practice*

2014 in order to accommodate the needs of applicants who have disabilities or needs for which, with reasonable adjustments, the School can cater adequately.

- 2.2 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 process. Parents or guardians of an applicant who has any such disability or special educational need will be required to disclose full written details during the admissions process. All relevant information must be provided to the Admissions Office at least eight weeks before attending an entrance assessment at the School. Additional information may be requested.
- 2.3 The School needs this information so that, in the case of any applicant with a disability or special educational need, staff can assess these 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 assessment, as appropriate).
- 2.4 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.
- 2.5 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.

Bursaries and Scholarships

- 3.1 The School welcomes applications from boys whose families cannot fund fees in full or in part. Hampton School awards Bursaries and Fitzwygram Foundation Scholarships, both of which are means tested, and non-means tested Hampton Scholarships. A pupil may hold both a Bursary and a Hampton Scholarship. All awards are offered after consideration of an applicant's academic merit as seen in the entrance assessments, interview and School report.
 - 3.1.1 **Bursaries.** Bursary awards are, in essence, means tested scholarships, which are dependent upon the financial circumstances of the applicant's family. The Admissions Office and the Bursar are happy to advise parents who are considering an application for a bursary in advance of their application. Please see the School's 'Guidance on Bursaries' document, which is available upon request. Bursaries may be for up to 100% of the cost of the tuition fees.
 - 3.1.2 **Fitzwygram Foundation Scholarships.** The Fitzwygram Foundation provides funds to offer completely free places at Hampton so that boys from all backgrounds can attend the School. Fitzwygram Foundation Scholarships are subject to means testing and are dependent upon the financial circumstances of the applicant's family. Fitzwygram Scholars receive 100% fee remissions and additional financial assistance with other reasonable costs (e.g. coach travel, lunches, uniform). All boys applying for a 100% bursary will automatically be considered for a Fitzwygram Foundation Scholarship.

- 3.1.3 **Hampton Scholarships.** These awards recognise an applicant's outstanding performance in the School's formal entrance assessments, including in the 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. Scholarships are awarded on merit, irrespective of means, and may involve remission of a percentage of annual tuition fees. Please see the School website for further information and guidance on Scholarships.
- 3.2 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

- 4.1 The usual entry points are 11+, 13+ and Sixth Form (16+). However, an offer of a place at another entry point may be made entirely at the School's discretion. An offer of a place is not transferable from one entry point to another.
- 4.2 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 the relevant entry point).
- 4.3 Occasionally, an applicant may have fallen behind in his education (e.g. due to illness or time spent living abroad). 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.

Admissions Procedures

- 5.1 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.
- 5.2 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 assessments or Sixth Form interview.

- 5.3 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.

Entry at 11+ (First Year/National Curriculum Year 7)

- 6.1 Boys are required to sit the School's 11+ entrance assessments while they are in Year 6. These assessments comprise the following written papers: Mathematics; English Response and Composition; Words and Reasoning. A report will also be requested from the Head of the applicant's current school.
- 6.2 Alternatively, boys in Year 5 may apply for a 10+ Advance Place for 11+ entry. Applicants are required to sit the School's 10+ entrance assessments while they are in Year 5. These assessments comprise the following written papers: Mathematics; English, Reasoning.
- 6.3 The 11+ and 10+ entrance assessments are designed using similar principles, but are produced to suit the specific age group.
- 6.4 Applicants who perform sufficiently well in the 11+ entrance assessments and/or 10+ Advance Place entrance assessments will be invited to interview.
- 6.5 Applicants who reject or are not offered an Advance Place in Year 5 may sit the 11+ assessments afresh when they are in Year 6. Applicants who accept an Advance Place need take no further assessment for entry at 11+ but may, if they so wish, sit the 11+ assessments for the purposes of application for an Academic Scholarship award, Fitzwygram Foundation Scholarship or Bursary.
- 6.6 Applicants who are not successful in the 10+ or 11+ assessments are not eligible to sit the 13+ assessments for entry at 13+.

Entry at 13+ (Third Year/National Curriculum Year 9)

- 7.1 Boys are required to sit the School's 13+ written assessments in Year 6. These assessments are similar in structure to the entrance assessments for entry at 11+ (see above). A report will be requested from the Head of the applicant's current school.
- 7.2 Applicants who perform sufficiently well in the 13+ written assessments in Year 6 will be invited to interview. Offers of 13+ places are made in the expectation that the applicant will continue to attend his Prep School until the end of Year 8. Offers are conditional upon receipt of a final Prep School report showing that appropriate levels of effort, academic attainment and conduct have continued since the offer of a place at Hampton was made.
- 7.3 Applicants who are not successful in the 13+ assessments in Year 6 cannot be considered for 11+ entry.

Year 7 Assessments (12+ for Third Year/National Curriculum Year 9 entry)

- 8.1 If an applicant is unsuccessful in the Year 6 assessments for 13+ entry, they may sit again completely afresh the following year. The Year 7 (12+) assessments are also open

to new applicants who have not previously been involved in the School's entrance assessments.

- 8.2 The Year 7 assessment process is similar in structure to the Year 6 assessment.
- 8.3 Offers of 13+ places are made in the expectation that the applicant will continue to attend his Prep School until the end of Year 8. Offers are conditional upon receipt of a final Prep School report showing that appropriate levels of effort, academic attainment and conduct have continued since the offer of a place at Hampton was made.
- 8.4 Offers made for 13+ entry are not transferable from one entry point to another.

Entry from Hampton Prep School: Assured Place Scheme

- 9.1 Pupils at Hampton Pre-Prep and Prep are eligible for consideration for an Assured Place at Hampton School from Year 2 onwards. If awarded, an Assured Place enables them to transfer to Hampton School at the end of Year 6. The Hampton Prep Headmaster provides the Assured Places Panel with results of nationally standardised academic assessments conducted at Hampton Prep. A written report is provided on each eligible pupil's academic and all-round potential, and behaviour. Pupils at Hampton Prep School who do not qualify for an Assured Place in Year 2 are eligible for consideration for an Assured Place from Year 3 until the end of Year 5.
- 9.2 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 be sought.
- 9.3 The offer of an Assured Place is conditional upon the applicant attending Hampton Prep School until the end of Year 6. If an applicant leaves Hampton Prep School before the end of year 6 for any reason, the offer of an Assured Place will be withdrawn.
- 9.4 Boys at Hampton Prep School who have not been awarded an Assured Place by the end of Year 5 may sit Hampton School's 11+ entrance assessments (see above).
- 9.5 Boys who are awarded an Assured Place must sit the Hampton School 11+ entrance assessment in Year 6 if they wish to be considered for a Bursary or Scholarship.
- 9.6 If a boy fails to maintain a suitable level of effort, attainment or conduct over a prolonged period following the offer of an Assured Place, the Hampton Prep Headmaster may recommend to The Headmaster that the offer of an Assured Place should be withdrawn.

Sixth Form Entry (16+)

- 10.1 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.
- 10.2 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 academic and all-round 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.
- 10.3 The School will request a reference (covering all-round interests and achievements, conduct and academic potential, including the applicant's predicted grades at I/GCSE) from the Head of the applicant's current school.
- 10.4 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 to an assessment day.
- 10.5 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 Hampton Sixth Form.
- 10.6 Applicants who perform well in the entrance assessments will be invited to interview. All candidates will have subject specific interviews, which are academic ~~and~~ in nature, together with at least one non-subject specific interview, which will assess the general qualities and attributes of the candidate.
- 10.7 Any offer of a place will be conditional on a high proportion of 8 and 9 grades 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. Grades 8 and 9 will be considered equivalent to A*. I/GCSE grades 8, 9 or A* are generally required in all subjects which the candidate wishes to study in the Hampton Sixth Form.
- 10.8 Overseas applicants who have not followed I/GCSE specifications will need to demonstrate an appropriate level of knowledge and understanding in the subjects they wish to study in the Sixth Form. They may be required to undertake additional written assessments.

Admission during the year or in unusual circumstances

- 11.1 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

- 12.1 The interview for entry at any stage is only part of the selection criteria.
- 12.2 The aim of the interview will be to explore the academic capabilities of the applicant, his all-round interests and his maturity and comprehension.

The pre-conditions for admission include the following:

- 13.1 The applicant is of the appropriate age and sufficient maturity
- 13.2 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
- 13.3 The School, having made reasonable adjustments, has the capacity to accommodate any disability the applicant may have
- 13.4 The present school reports satisfactory attitudes and conduct on the part of parents or guardians and the applicant
- 13.5 Fees (if applicable) at the applicant's present school have been paid to the best of Hampton School's knowledge
- 13.6 The applicant has the legal right to live and study in the UK
- 13.7 Following entry to the School, the applicant will reside during term time within a reasonable daily travelling distance from the School with his parents or responsible adult (or in the case of those aged 16-18 with an authorised education guardian)

The academic criteria for selection for the School include the following:

- 14.1 For external applicants, success in the relevant entrance assessments and for Sixth Form entry, achieving the required grades at I/GCSE; and
- 14.2 a positive confidential reference from the applicant's present school; and
- 14.3 for all external applicants a satisfactory interview at the School; and
- 14.4 for Hampton Prep School applicants, being judged suitable for progression to Hampton School by continuous assessment of their academic and all-round potential, and by success in the entrance assessments, as required; and
- 14.5 commitment to the School's academic, co-curricular, pastoral and educational ethos as set out by the School's aims and ethos.
- 14.6 Subject to the requirements of Section 13 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 sport, 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, Fitzwygram Scholarships and Scholarships are made by the Admissions Committee.

Complaints

- 15.1 The School's Admissions Committee exists to ensure efficient, effective and consistent procedures in the admission of pupils to the School. The Admissions Committee meets regularly and comprises the Head of Admissions, The Headmaster and other members of the School's leadership team.
- 15.2 The School's Complaints Procedure is available on our website. The Complaints Procedure is not available to prospective parents. Should a prospective parent have a concern, this should be raised with the Admissions Office in the first instance.

Records and review

- 16.1 Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice and Records Management Policy.
- 16.2 Where the School is concerned that there has not been honest disclosure about a matter pertinent to a candidate's application, the School reserves the right to withdraw the offer of a place.

Appendix 1 : Covid-19

In response to the Covid-19 pandemic, and to minimise the impact that any further restrictions may have on entrance examinations and admissions interviews, the School has made some changes to admissions procedures for the academic year 2020-21.

Entry at 11+ (First Year/National Curriculum Year 7) in September 2021, Entry at 13+ (Third Year/National Curriculum Year 9) in September 2022 and September 2023

In place of the School's entrance assessments, applicants will be required to sit the ISEB pre-test during the autumn term of Year 6. The ISEB pre-test is an online multiple-choice test in English, Mathematics, Verbal Reasoning and Non-verbal Reasoning. A report will also be requested from the Head of the applicant's current school.

Applicants who perform sufficiently well in the ISEB assessments for 11+ and 13+ entry will be invited for interview.

Entry at 11+ (First Year/National Curriculum Year 7) in September 2022

Boys in Year 5 applying for a 10+ Advance Place for 11+ entry in September 2022 will be required to sit two 40-minute written papers, one in English and one in Mathematics. These papers are in place of the School's standard 10+ written papers in Mathematics, English and Reasoning. A report will also be requested from the Head of the applicant's current school. Applicants who perform sufficiently well in the 10+ Advance Place assessments will be invited for interview.