



# Admissions Policy

## Introduction

The ethos of the Harrodian School is that children should be encouraged to reach their full potential - academically, physically and socially - in a happy and positive atmosphere. Good manners and consideration for others are expected. European and global awareness is encouraged.

The School aims to take an individual, personal and equitable approach to all applicants. The School aims to provide a challenging academic education to boys and girls. The School also aims to provide a full and rounded education which helps to develop pupils morally and spiritually in terms of personal and social development, as well as intellectually.

## General

The Harrodian is an independent fee-paying school for boys and girls from ages 4 to 18. The School is fully co-educational and aims to maintain a balance between boys and girls.

The School strongly encourages parents and children to visit and holds regular small parent tours during the week, throughout term time. In addition there are two 11+ Open Mornings for Year 6 children and their parents during the Autumn term. These events must be booked by calling the Admissions Office.

The School is non-denominational and, within its student body has a tradition of religious, ethnic and social diversity which it seeks to preserve as far as possible.

Completion of a Registration Form and payment of a registration fee is required for each applicant to the School. This must be signed by both parents or guardian (where applicable). On acceptance of a place at the School an Acceptance Form and Fee Payment Form are required to be completed and signed by both parents or guardian (where applicable). A deposit payment is also required at this stage. Deposits will not be refunded if a child fails to take up the place accepted and are returned once the child has left the School and all financial obligations to the School have been met.

## The Entry Procedure

The principal points of admission are at 4+, 8+, 11+, 13+ and 16+, with pupils occasionally being admitted into Years 1, 2, 3, 5, 6 and Year 10 where vacancies arise.

Full details of our admissions procedure is available in our Annual Information booklet which is updated twice a year. The dates of the admissions process for the current year are also published on our website at [www.harrodian.com](http://www.harrodian.com).

Admission to Reception is via registration date with priority given to siblings where possible. Registrations are accepted from birth. Registrations from siblings made less than two academic years ahead of entry will not be given sibling priority for a place in Reception.

Admission to the Pre-Prep (Reception to Year 3) is via informal assessment.

Admission to the Prep School (Year 4 to Year 8) is via assessment and interview.

Admission to the Senior School (Year 9 to Year 10) is via examination at 13+ Common Entrance or the School's own examinations and interview.

Admission to the Sixth Form for external candidates is via Personal Statement, examinations in English and Mathematics, interviews, school reference and obtaining the requisite standard at GCSE. For existing Harrodians, in addition to achieving the required grades at GCSE, a candidate's suitability will also be based on his or her wider contribution to the life of the School in all its facets, aptitude for A Level study and 'life-long learning' and the personal qualities of dedication, motivation and academic integrity, which are the hallmarks of a successful A Level candidate.

Following initial competitive entrance examinations, it will not normally be possible to re-apply for a place at the School within 12 months, or to re-apply more than once (see waiting list policy).

A reference from a candidate's current school will be requested at the time of assessment.

Waiting lists are only considered active for the year of application and cannot be rolled forward onto a different year of entry. Any further point of entry will require a re-application. If a candidate has applied twice, then any further applications will be at the Headmaster's discretion.

Progression from one section of the School to another is subject to satisfactory progress, behaviour, attendance and punctuality, motivation and contribution to school life by embracing sporting, artistic or leadership opportunities.

For new pupils joining the School, the previous school will be contacted by the Harrodian and asked to supply any details of safeguarding issues that may pertain to this child.

### **Siblings**

The School has a sibling policy at Reception entry only, where siblings are given priority on places offered at 4+, subject to the registration being completed at least two academic years ahead of entry. For other entry points of the School, we welcome applications from siblings but admission is not automatic and candidates must meet the School's entry requirements in order to be offered a place. There may be occasions where we judge that a sibling will thrive better in a different academic environment.

### **Special Educational Needs or Disability**

The Harrodian School is a selective school catering for boys and girls mainly of average to high academic ability. Consequently the School does not cater for the full spectrum of ability, nor the full range of Special Educational Needs. The School does admit some pupils

who have mild Specific Learning Difficulties and/or health problems, and for whom English is an Additional Language (EAL).

Admission to the School depends upon a prospective pupil meeting the criteria to maintain and, if possible, to improve the educational and general standards to which the School aspires for all its pupils.

It is the policy of the School to apply these criteria to all pupils and potential pupils regardless of any disability of which it is aware. Such disability would include mild learning difficulties. The School is conscious of its obligations to make reasonable adjustments to ensure that no disabled pupil, present or potential, is placed at a substantial disadvantage because of his or her disability compared with any other pupil in the School. For example, specialist extra teaching is available on an individual basis to help pupils maintain the general standard expected of their respective peer groups and fulfill their individual potential. The School does not, however, provide remedial teaching within the classroom.

We welcome pupils with physical disabilities provided our site can accommodate them safely and that the safety of other pupils is not compromised.

We encourage parents of children with special educational needs or physical disabilities to discuss their children's requirements with the Admissions Office before they sit entrance assessments so that we can advise them further on their eligibility for any special examination arrangements.

### **Overseas Applicants**

We are pleased to consider applications from overseas candidates from Reception to Lower Sixth, provided the candidate has a parent, an education guardian or legal guardian living in the UK and with whom they can reside. In order for the pupils to access the full range of the curriculum we offer, applicants need to be fluent in English.

### **Conditions of Entry**

- Fees (including mandatory charges) are payable in advance at commencement of each term.
- One full term's notice in writing is required before removal of a pupil or one term's fees in lieu thereof.
- The School reserves the right to apply increases from time to time.
- Parents are required to notify the School if their children have been in contact with any infectious diseases.
- The School has complete discretion over the admission of pupils; the Headmaster's decision will be final in this respect.