



HARRODIAN

## **Admissions Policy**

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## **1. Introduction**

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

Harrodian aims to take an individual, personal and equitable approach to all applicants; to provide a challenging academic education to boys and girls; 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.

## **2. General**

Harrodian is an academically selective, co-educational, fee-paying day school for ages 4 to 18, catering for pupils from mid to high academic ability. We are committed to equal treatment for all, regardless of gender, race, ethnicity, religion, disability, or social background. Prospective parents and students are encouraged to visit the School through small parent tours, 11+ Open Mornings, and Sixth Form Open Evening.

Harrodian 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.

## **3. Admissions Process**

### **3.1 Application**

To apply for a place at Harrodian, completion of a Registration Form and a registration fee as noted on the registration form is required at the point of submission. Where a signature for both parents/guardians is not provided on the Registration Form, an explanation must be included, with evidence of any legal documentation, such as court orders granting sole parental responsibility.

### **3.2 Acceptance of a place**

Acceptance entails the submission of an Acceptance Form, Fee Payment Form, Direct Debit form, and a deposit payment (currently £3,000). The Acceptance Form should be signed by both parents or guardians (where applicable); where this is not provided, evidence must be submitted to validate sole parental responsibility.

A place is only secured when both the deposit payment and the Acceptance Form have been received, which must be by the deadline stated. Once the deadline has passed, the offer of a place will expire.

Parents of admitted pupils must submit the necessary documentation, including the biodata page of a valid passport, and copies of visas on application and when accepting a place. A pupil will not be admitted until all such paperwork has been provided; this should be received by the published acceptance deadline.

It is the responsibility of parents/guardians to ensure that registration details are kept up to date. Any changes in contact information or other relevant details should be promptly communicated to the admissions office.

### **3.3 Deposit**

The deposit is **non-refundable** if a child does not take up the accepted place for the date of entry.

Upon leaving Harrodian, your child's joining deposit will be refunded, provided that all outstanding charges, including any VAT payable, have been settled in full. This ensures a smooth transition and completion of financial obligations.

In the event of a current pupil's withdrawal, the deposit will not be retained to hold a place for a subsequent return. Instead, it will be refunded in accordance with the terms and conditions outlined above.

## **4. Entry Procedure - Additional Information**

### **4.1 Admission Criteria**

Admission to Harrodian is contingent upon a combination of academic aptitude, suitability for the rigorous and fast-paced curriculum, and a commitment to contribute positively to school life. Prospective students are expected to align with the aims, ethos, and expectations upheld by the School.

### **4.2 Commitment to Gender Equality**

Harrodian is committed to gender equality and operates as a coeducational institution. The School strives to achieve a balanced gender ratio in its offers, aiming for a 50/50 distribution in the resulting cohort.

### **4.3 Key Entry Points**

The principle entry points for admissions are at 4+, 8+, 11+, and 16+, with occasional openings at 13+. Whilst these are the primary entry years, the School may have limited places available in other years. Comprehensive details about specific entry requirements for each year can be found on the School's website: [www.harrodian.com](http://www.harrodian.com).

Assessment details may vary from year to year; these will be published on the School website for all entry points.

### **4.4 Progression**

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

### **4.5 Reapplication Policy**

Following initial assessment for the year of application, it will not normally be possible to reapply for a place at Harrodian within 12 months, or to reapply more than once.

The School reserves the right to alter the admissions process as and when appropriate.

## **5. Waiting Lists**

Waiting lists are only considered active to the start of the year of application and cannot be rolled forward. After this date, the application details are removed from the admissions database. Any further point of entry will be treated independently and will require the completion of a new registration form. If a candidate has applied twice, then any further applications will be at the Headteacher's discretion.

The registration details will be archived for applicants who did not receive a firm offer or a waiting list place or declined the offer of a place.

## **6. Data Retention**

The School will not hold the personal data of an applicant or parent for longer than is necessary for a lawful purpose. For applications not progressed to enrolment, this will generally be no more than two years for applications to the Pre-Prep and one year for 8+ and all other applications.

## **7. Reception (4+) Entry**

### **7.1 Applications**

Harrodian accepts registrations from birth, allowing parents or guardians to express their interest in securing a place for their child well in advance of their 4th birthday.

### **7.2 Admission Age**

Children are admitted to Reception in September following their 4th birthday, which is the compulsory school age for children in the UK.

### **7.3 Reception (4+) Entry Procedure**

#### **7.4 One Year Prior to Entry:**

##### **Informal Activity Session**

Children applying for Reception (4+) are expected to attend an informal activity session held within a small classroom environment. This initial meeting serves as an opportunity for the School to meet the child and for the child to become familiar with the School environment.

Due to the interactive nature of these sessions, they **cannot be held remotely**. Candidates from overseas are expected to attend.

##### **Assessment of Suitability**

**Contact with Nursery:** To ensure that children joining Harrodian will thrive not only in the Pre-Prep stage but throughout their educational journey, the School proactively reaches out to their current nursery. This involves requesting a general report on the child's progress within the Early Years Foundation Stage (EYFS). During the Autumn Term, a visit to the child's nursery will be arranged to gain insights into their development in a familiar setting.

**Home Visit:** For children who are not attending nursery, a home visit will be arranged instead.

**Alternative Activity Session:** Where a child is unable to attend the scheduled activity session, the School will arrange an alternative date for them to participate during our school day. This ensures that the child can engage with the school environment.

### **7.5 Reception Offer Process**

- **Suitability:** The School assesses each child's potential to thrive within the Harrodian environment and to contribute positively to the cohort. This assessment is based on a combination of observations during the activity morning, a visit to the child's nursery

or home, and a review of nursery reports.

- **Registration Date Order:** Offers for admission are then prioritised based on the registration date relative to the child's birth date. This system ensures fairness and transparency in the admission process.
- **Siblings' Priority:** Where possible priority may be given to siblings of current pupils who have attended Harrodian for more than two full academic years. However, it's important to note that sibling priority is not guaranteed.
- **Advance Registration for Siblings:** Siblings aiming for priority entry are required to be registered at least two academic years ahead of their intended entry to be considered for this preference.

Harrodian is committed to maintaining a fair and transparent admission process. The registration date order, coupled with observations from participation in activities and nursery or home visits, to gauge suitability for the school environment, ensures that offers to join Harrodian at Reception are extended to children who align with the School's values and expectations.

## **8. Pre-Prep Entry Procedure (Year 1 and Year 2) Occasional Places**

Application to PP1 and PP2 (Years 1 and Year 2) will be accepted for occasional place only, these are not formal entry points. Assessments will be scheduled if and when places are available. Where no assessments take place, the registration will be deferred to the following Pre-Prep year.

### **8.1 Admission for Occasional Place**

Entry to the Pre-Prep (Year 1 and Year 2) for occasional places involves classroom based assessments, carefully designed to evaluate both academic aptitude and behavioural suitability. Additionally, a school reference will be requested and considered along with a school report as part of the admission process.

## **9. Lower Prep School Admission (Years 4 and 5)**

- The Lower Prep School admits approximately 22 pupils at 8+ into Year 4. Only occasional places may be available at 9+ (Year 5).
- Admission at 8+ involves formal academic assessments, and participation in a group activity within a classroom environment. For 9+ occasional places, candidates sit formal academic assessments, and those shortlisted are invited for an interview.
- A school reference is requested as part of the assessment process and school reports are also reviewed.
- Assessment details and key dates are published on the School website for reference.

## **10. 8+ (Year 4) Entry Procedure:**

### **10.1 Formal Entry Point**

Year 4 serves as a formal entry point to Harrodian, providing places for approximately an additional 22 children. This creates a year group with three forms.

### **10.2 Assessment Criteria**

Admission to Year 4 is via a formal 8+ assessment. The assessments are specifically designed to evaluate a pupil's suitability for a fast-paced academic program, their engagement within the classroom, and their potential to contribute meaningfully to the wider school community.

### **10.3 Components of the 8+ Assessment**

- Academic Tests: Assessments include academic tests in English and Mathematics to gauge the pupil's proficiency in these core subjects.
- Guided Reading Exercise: A guided reading exercise is conducted to assess the pupil's reading skills and comprehension.
- Problem-Solving Activity: Pupils engage in a problem-solving activity, providing insights into their critical thinking and analytical abilities

### **10.4 School References**

As part of the 8+ assessment process, the School requests references. These references offer additional perspectives on the pupil's academic history, behaviour, and overall suitability for admission to Year 4. We ask parents to provide full written school reports from the end of the previous academic year, these are reviewed alongside the school references.

## **11. Upper Prep School Admission (Year 7)**

The main entry point in the Upper Prep School is into Year 7 via the Harrodian 11+ process with up to 50 places available for external applicants. Occasional places may be available at 12+. Admissions is via formal academic assessments, interviews and school reports and references.

### **11.1 11+ (Year 7) Entry Procedure**

Year 7 is a formal entry point providing spaces for up to fifty additional children, creating a year group of five forms.

The 11+ academic assessment is currently via ISEB test, which takes place towards the end of the Autumn Term in Year 6. Candidates are expected to sit the test in their current school where this is facilitated. For children whose school does not run the ISEB, a date will be available for the ISEB to be taken at Harrodian. Parents are responsible for signing up their children for the ISEB test. Information is available on our website.

Successful candidates will be selected based on the academic assessment, school reference and any other relevant information, to attend an interview in late January. The interview is a key part of our selection process, with three possible outcomes; firm offer, a waiting list place, or no offer. Refer to our website for full details of the 11+ process including key dates.

## **12. Senior School Admission (Years 9 and 10)**

### **12.1 Admission to the Senior School**

We do not accept applications for Year 11; occasional places may become available in Year 9 and Year 10 and admission to these years is via Harrodian's own 13+ and 14+ academic examinations, interview and school reference. Assessments take place after the Autumn half-term; refer to the School website for full details of the process and key dates to note.



## **13. Sixth Form Admission (Year 12)**

### **13.1 External Candidates**

Admission to Year 12 in the Sixth Form for external candidates is via personal statement, assessments in English and Mathematics, interviews, school reference, and obtaining the requisite standard at GCSE at the end of Year 11. We do not accept applications for Year 13.

Successful candidates will be given a conditional offer based on the attainment of the required GCSE grades outlined in their offer documentation.

### **13.2 Entry Criteria**

Candidates require a Grade 6 or above in at least six GCSEs, including a minimum of Grade 6 in English Language and Mathematics, to be considered for entry into Harrodian Sixth Form.

A minimum of Grade 7 and above is required in subjects chosen for A Level Study. When a subject is new at A Level, students will be required to achieve a Grade 7 or above in related subjects, reflecting the skills required for these courses.

Mathematics A Level will require a GCSE Grade 8 or 9, and Further Mathematics a Grade 9. Physics A Level can only be studied alongside Mathematics A Level.

### **13.3 Existing Harrodian's transition to Sixth Form**

Existing Harrodians are expected to achieve the required grades at GCSE. A candidate's suitability will also be based on their behaviour record and wider contribution to the life of Harrodian 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 Harrodian Sixth Former. Progression to the Sixth Form is not, therefore, automatic.

## **14. Siblings**

Where possible, priority for Reception entry may be given to siblings of current pupils who have attended Harrodian for more than two full academic years. However, it's important to note that sibling priority is not guaranteed; this is dependent on the School's evaluation of each child's potential to thrive in the Harrodian environment and to contribute positively to the cohort.

Siblings should be registered at least two academic years ahead of entry to be considered for sibling priority. Entry is not guaranteed. There may be occasions when we will decide that a sibling will thrive better in a different academic environment.

For other entry points at Harrodian, whilst we welcome applications from siblings, all candidates must fully meet Harrodian's entry requirements, and siblings will be considered alongside all candidates, with places offered based on outcome and best fit for the cohort.

## **15. Overseas Applicants**

Harrodian is a day school and does not provide boarding. Applications from overseas candidates (Reception to Lower Sixth) may be considered **only** where the candidate will reside

in the UK with a Parent, Legal Guardian, or a Close Blood Relative (as defined under UKVI guidance) for the duration of their studies.

To be considered for admission, applicants must demonstrate a level of English fluency sufficient to access the whole curriculum.

The current registration fee for candidates applying from outside the UK is £390 (inc. VAT).

Harrodian is licensed by UK Visas and Immigration (UKVI) as a Child Student sponsor. The School may, at its sole discretion, issue a Confirmation of Acceptance for Studies (CAS) **only after a candidate has been formally offered and has accepted a place at the School**. CAS requests must be made at the point of acceptance and will not be processed at a later date. A CAS will only be issued to qualifying candidates who meet both UKVI requirements and all School admission and safeguarding conditions. The administration charge for processing a CAS application is £600 (inc. VAT).

Please note that payment of the registration fee does not guarantee admission to the School or the issue of a CAS. Both admission and sponsorship remain subject to the School's sole discretion. The School also reserves the right to withdraw sponsorship if UKVI or safeguarding requirements are no longer met.

## **16. Special Educational Differences or Disability**

Harrodian is an academically selective school catering for pupils of mid to high academic ability. Consequently, Harrodian does not cater for the full spectrum of ability, nor the full range of Special Educational Difference, and we do not have the facilities to offer highly specialised support. Harrodian does admit some pupils who have mild Specific Learning Differences and/or health problems, and for whom English is an Additional Language (EAL).

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

It is the policy of Harrodian 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. Harrodian 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 their disability compared with any other pupil in the School (The Equality Act 2010). For example, specialist extra teaching can be made available on a case-by-case basis to help pupils maintain the general standard expected of their respective peer groups and fulfil their individual potential. Harrodian does not, however, provide any additional intervention or teaching assistance in 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.

## 17. Disclosures

Full disclosure of any special educational difference or disability must be made by parents at the registration stage. Examination concessions such as 25% extra time or use of a school computer for written work, can only be considered on submission of an Educational Psychologist report dated within two years of the examination date and the scores within this report must meet JCQ regulations. This written report must be submitted by the registration deadline or it will not be considered. We will contact the current school Learning Support department to confirm their usual way of working. When granting any examination concessions, we will comply with the most recent guidelines published by the JCQ.

Parents will complete a form to request examination concessions and any granted will be confirmed by the Admissions Office.

Sometimes, the situation of pupils with disabilities and/or special educational differences changes between an offer of a place being made and the pupil starting at the School. Harrodian requires parents to be proactive in updating the School as to any significant changes whereby the information provided during the application process is out of date or incomplete.

In the vast majority of cases, this will not affect a pupil's place at the School. However, the School may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interest that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming in their communications with the School about any change to their child's circumstances.

Failure to make a full and appropriate disclosure of a child's needs may result in the offer of a place being withdrawn, or a child being asked to leave the School, if the School feels it cannot reasonably meet or support the needs that subsequently come to light.

## 18. GDPR

Any information supplied is solely used by Harrodian to advise on admissions procedures and to keep parents informed about events and information on the School and its activities. Any personal data given is stored securely and we ensure that appropriate technical and organisational measures are in place to ensure its security. The data will be retained for the period outlined in our retention statement and then security removed, digital data will be anonymised and retained for statistical purposes; the physical files will be securely shredded. A copy of the pupil privacy notice should be shown to them. For more information about how the School uses admissions information, please see our *Privacy Policy* on Harrodian's website [www.harrodian.com](http://www.harrodian.com).

Entrance examination scripts are the property of Harrodian and will not be released for external review.

## **19. Bursary**

The Harrodian Bursary Programme was launched in 2017, with the first pupil starting in Year 7 in September 2018. The School strongly believes that the life-changing education it offers should be accessible to children who do well in the School's entrance examinations, regardless of their financial background. The Bursary Programme also enables the School to engage with the wider community, building on continued relationships with our local primary schools to ensure the most suitable candidates. The means-tested bursaries are financed through fundraising and are based on the twin criteria of academic merit and family financial circumstances. Bursaries vary in amount from 25%-100% of fees and are currently offered at 11+ and 13+ entry, where funds are available. Details regarding application can be found via the School website.

## **20. Safeguarding Policy – Additional Information**

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

### **20.1 Parental Responsibility and Private Fostering:**

- The School identifies individuals with parental responsibility during the admission process. The Designated Safeguarding Lead (DSL) is responsible for notifying the local authority of any private fostering arrangement that comes to their attention. Private fostering involves a child under 16 (or under 18 if disabled) being cared for by someone other than their parent or a close relative, for a period expected to last 28 days or more.

### **20.2 Definition of Close Relative:**

- A close relative, as defined by the School, includes a grandparent, aunt or uncle, sibling, or step-parent. Private fostering arrangements involve informal agreements made directly between a parent and a caregiver outside the immediate family.

### **20.3 Local Authority Notification and Safety Assurance:**

- The School ensures that the local authority is promptly informed about private fostering arrangements. The local authority evaluates the appropriateness of the placement and ensures the safety and well-being of the child involved.

### **20.4 Safeguarding Information Transfer at Admission:**

- Upon a child's admission to Harrodian, the School requests the transfer of safeguarding information from the previous educational institution. Key staff members are informed of any relevant safeguarding details to ensure the continued safety and support of the child.

### **20.5 Secure Transfer of Safeguarding File upon Pupil Departure:**

- When a pupil leaves Harrodian, the safeguarding file is securely transferred to the new education setting or college within five days of an in-year transfer or at the beginning of a new term. This transfer is conducted separately from the main pupil file. The School requests confirmation of receipt from the receiving institution, ensuring a documented and secure handover of safeguarding information.

## 20.6 Advance Sharing of Information for Smooth Transition:

- The DSL, when appropriate, shares relevant safeguarding information in advance of a pupil's transfer. This proactive approach ensures that necessary support systems are in place to facilitate a smooth transition for the pupil upon joining their new educational setting.

Harrodian is dedicated to maintaining the highest standards of safeguarding, ensuring a secure and supportive environment for all its students. The School actively collaborates with local authorities and educational institutions to promote the well-being and safety of every child in its care.

## 21. Conditions of Entry

- Harrodian reserves the right to update the *Admissions Policy*. Parents/guardians will be notified of any changes in writing, ensuring transparency and clarity regarding the School's policies.
- Fees inclusive of VAT and including all mandatory charges are payable in advance at the commencement of each term.
- One full term's notice in writing to the Headteacher, given no later than the last day of the preceding term, is required before the withdrawal of a pupil. In default of such notice, one full term's fees (inclusive of VAT) in lieu of notice will be payable.
- The School reserves the right to apply fee increases at any 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 Headteacher's decision will be final in this respect. There is no right of appeal.
- The Headteacher reserves the right to resign the charge of any pupil. Where a pupil's or parent's behaviour is not consistent with the School's code of conduct and expectations, we will consider, with parents, whether an alternative educational establishment may be better suited to the pupil's needs.

Approved by:	Headteacher and Admissions Registrar
Last reviewed:	September 2025