



# HARRODIAN

## **Admissions Policy**

### **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 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.

### **General**

Harrodian is a co-educational independent fee-paying day school from ages 4 to 18. The School is committed to equal treatment for all, regardless of gender, race, ethnicity, religion, disability or social background.

Harrodian strongly encourages parents and children to visit and holds regular small parent tours during the week, throughout term time until mid-May. These tours can be booked by calling the Admissions Office. In addition, there are two 11+ Open Mornings for Year 6 children and their parents during the Autumn Term. These events can only be booked online via our website.

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.

Completion of a Registration Form and payment of a registration fee (currently £200) is required for each applicant to Harrodian. This can be obtained from the Admissions Office or downloaded from our website. This must be signed by both parents or guardians (where applicable). On acceptance of a place at Harrodian an Acceptance Form, Fee Payment Form

and Direct Debit form are required to be completed and signed by both parents or guardian (where applicable). All accepted pupils are also required to submit a copy of the biodata page of their passport and copies of any relevant visas if applicable. A deposit payment is also required at this stage (currently £2,000). The deposit is non-refundable and if a child fails to take up an accepted place, the deposit will be forfeited. Arrangements will be made for the joining deposit to be refunded when your child leaves the School, subject to any outstanding charges being met in full. If after 12 months the deposit remains unclaimed, it will be donated to the Harroddian School Bursary Fund, a registered charity in England and Wales (no. 1090899).

### **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, 8 and Year 10 where vacancies arise.

Full details of our admissions procedure is available on our website. The dates of the admissions process for the current year are published on our website at [www.harroddian.com](http://www.harroddian.com).

Admission to Reception is via registration date. Places are offered 1 year ahead of entry in registration date order (to be fair to children born in the latter part of the academic year, this is calculated by the number of days between birth date and registration). Priority is given to siblings where possible. Registrations are accepted from birth. Registrations from siblings made less than two academic years ahead of entry may not be given sibling priority for a place in Reception.

Admission to the Pre-Prep (Year 1 to Year 3) is via informal assessment and school reference.

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

Admission to the Senior School (Year 9 to Year 10) is via Harroddian's own examinations and interview and school reference.

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 Harroddians, 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 Harroddian 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 Harroddian 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. A re-application would not incur a further registration fee.

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.

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.

### **Siblings**

Harrodian 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 Harrodian, we welcome applications from siblings but admission is not automatic and candidates must meet Harrodian'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.

### **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. The current registration fee for candidates who currently attend school outside the UK stands at £300. The School currently has a licence to sponsor Tier 4 student visa applications.

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

Harrodian is a selective school catering for pupils mainly of average to high academic ability. Consequently, Harrodian does not cater for the full spectrum of ability, nor the full range of Special Educational Needs and we do not have the facilities to offer highly specialised support. Harrodian 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 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 his or her disability compared with any other pupil in the School (The Equality Act 2010). 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 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.

We encourage parents of children with special educational needs or physical disabilities to inform the Admissions Office of their child's requirements before they sit entrance assessments. Parents are sent a form to complete to request any special exam concessions. Eligibility for the request is then reviewed by our Head of Learning Enrichment in consultation with the candidate's current school and the appropriate arrangements are put in place by the Admissions Office and confirmed with the parents.

## **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 on our system until the last point of application, after which time the digital data will be anonymised and retained for statistical purposes and the physical files will be securely shredded. Where parents are providing personal data in relation to a child aged 13 years or older, please ensure the child is happy to provide this to the School. 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).

## **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 bright 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. As the fund grows our ambition is to be able to offer an increasing number of Bursary funded places each year. 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.

## **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.

Person responsible: Admissions Registrar

Last updated: September 2022

Next update: September 2023