

HOLMWOOD HOUSE SCHOOL

Admissions Policy

This policy applies all pupils in the school, Reception to Year
11



BV production July 2025

Checked by ERLB Sept 25
Edited ERLB December 2025 to allow for separate Nursery and Preschool Admissions
Policy

Next Review July 2026

Contents

Admissions and Entry Procedure – Holmwood House School	2
Equal Opportunities	2
Special Education Needs and Disability (SEND)	2

Admissions and Entry Procedure – Holmwood House School

HH School and its EYFS setting is a community which recognises each individual's needs and in which the talents and abilities of children and adults are encouraged. The care for each child is central to the school's aims and provision and as a caring and welcoming community. Our curriculum and pastoral approach fosters the individual's sense of identity and awareness, alongside the important role they play as part of the community. This recognition and appreciation of individuality is central to the school's ethos and is reflected in the procedures through which we welcome, admit and induct children and their families into our community.

The purpose of this policy is to enable the school to welcome, identify and admit children who will benefit from the education offered at Holmwood House School and who will contribute to and benefit from the ethos and activities of our school community. We will only admit a child and their family who meet these criteria.

Equal Opportunities

We welcome children from many different ethnic and racial groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our school community and the rights and freedoms of others. The School is committed to being an Equal Opportunities Education provider and is committed to equality of opportunity for all members of the school community. The school recognises and accepts its responsibilities under the law, in line with the 1976 Race Relations Act and in line with the Equality Act 2010; all candidates for admission will be treated equally, irrespective of their, or their parents' age, gender, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race or ethnicity, language, religion or belief, national or social origin, sexual orientation, property, birth or other status. We expect all of our pupils to attend all assemblies and outings, and to take full part in compulsory aspects of the curriculum. This is in line with the Equal Opportunities and Anti-Discrimination Policy.

Special Education Needs and Disability (SEND)

The School currently has finite resources for pupils with SEND and will do all that is reasonable to comply with its legal and moral responsibilities under equality legislation in order to accommodate the needs of pupils with SEND for which, with reasonable adjustments, the School can cater adequately. Within this the School will consider the needs of existing pupils, so that they are not disadvantaged. The physical layout of the site and buildings may restrict the movement of individuals with particular difficulties with mobility. The School has a three year plan in compliance with the Special Educational Needs and Disability Act 2001

The School defines a reasonable adjustment as one which can reasonably be undertaken within the normal staffing, facilities and resources of the School. Where the School needs to draw on additional expertise or resources, the cost will be passed on to parents or carers. The School needs to be aware of any known SEND which may affect a child's ability to participate in the admissions procedure and take full advantage of the education provided at the School, if enrolled.

Parents or carers of a child who has any SEND should provide the School with full details **prior** to the admissions procedure at registration, or subsequently before accepting the offer of a place. The School require this information so that, in the case of any child with particular needs, the School can assess those needs and consult with parents or carers about the reasonable adjustments which can be made to ensure that the application procedure is accessible for the child and the School can cater adequately for the child's needs, should an offer of a place be made. A failure to disclose full details may result in the withdrawal of a place.

The School will do all that is reasonable to ensure that the information and application procedure is accessible for candidates with SEND and will make such reasonable adjustments as is necessary. For example, the School may be able to provide an examination paper in large font for a visually impaired pupil. Similarly, if any Special Educational needs or disabilities become apparent after admission, the School will consult with or guardians about reasonable adjustments that may allow the child to continue at the School.

Where specific needs are identified and can be met with 'reasonable adjustment' by the School there will be no additional costs for support. Where it is deemed most appropriate for intervention from outside resources, the cost for these services will be the responsibility of the parents or carers.

Joining Holmwood House School

Application

To apply for a place, please complete and sign the Registration Form. The Registration Form must be signed by both parents or carers. and then returned to HH School together with a registration fee of £50. On receipt of the Registration Form, together with the registration fee, the School will move forward to your child's entry or in particular years place your child's name on the List for the term in which they expect to enter HH School. However, this does not guarantee your child a place.

Waiting List

Once a child is registered they are placed on the waiting list for that year; usually positions on the list are allocated on a first come first served basis, subject to the following criteria being given precedence:

- a child with an existing sibling within the School wishes to join
- a member of staff wishes that their child join the School
- a child who has previously attended the School wishes to re-join

School Visit

Parents or carers may view the School on Open Days or on tours, which take place on a regular basis. Prior to admission children will spend a morning or a full day in the School for assessment.

Interview

Once your child's name is registered they can be considered for a place. The School's Admissions Office will contact parents or carers to arrange a meeting with the Headteacher or Deputy Head where parents or carers will be given a tour of the School and provided the opportunity to ask questions.

Assessment

For children entering Years R-6, the child will spend a day in school during which they will be observed and informally assessed by the classteacher/practitioner. Candidates for Year 7 and above are asked to sit the ISEB pre-test. This is not a barrier to entry as Holmwood is not a selective school but test results are used to inform setting positions and decisions regarding academic scholarship. The school will also require your child's last school report, Early Years Profile information and a reference form will be sent to your child's existing school requesting further information on your child's academic and social progress. Progression from PreSchool and Nursery is not automatic.

Pupils Applying from Abroad: Individual arrangements will be made for families applying to join the school from abroad.

Not Offered: Should your child not be offered a place following your visit and interview to the school their name may remain on the Waiting List, in which case your child will be considered for a future place.

Sibling Policy: The school offers siblings priority for entry to the school, but the onus is on parents to inform the school of any siblings they may wish to be considered for entry.

- Siblings at the school are awarded a fee discount of 10% for the 3rd child and 15% for the 4th, provided siblings are at the school at the same time.
- Siblings at the nursery/pre school: Any siblings of children at the school or nursery receive a 5% discount at the nursery/pre school NB: this does not carry through into the school.

Disclosure

Parents or carers must as soon as possible disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities or learning difficulties.

The maximum class size within the School is usually 18. In the following circumstances the class may expand by additional children beyond 18:

- a child with an existing sibling within the School wishes to join
- a member of staff wishes that their child join the School
- a child who has previously attended the School and wishes to re-join
- a single class year group to enable it to grow into two classes in the following academic year

Oversubscription

If the School is oversubscribed and a decision is needed between two or more candidates who meet our admission requirements (after all appropriate allowances and special consideration has been given), we may give preference to:

- a child who already has a brother/sister at the school or whose parent/ guardian is a former pupil here
- a child whose parent/ guardian is a current member of our staff
- a child with a particular skill, talent or aptitude

Offer and Acceptance

If the School offers your child a place a confirmation letter along with an Acceptance Form will be sent to you. To accept the offered place a completed Acceptance Form, signed by both parents or carers, along with a copy of your child's birth certificate should be sent to the School Office. A deposit is also required to secure the place; details of the deposit are outlined within the offer letter.

Deposit and Cancellation

Please refer to the School's Terms and Conditions for information as to how the deposit will be held and in what circumstances it will be refunded. Further information is also provided in the Terms and Conditions about cancellation of a place that has been accepted.

Exclusion

In registering your child for a place at the School, you are agreeing to abide by the School's regulations and policies and to ensure, in so far as is reasonably practicable, that if your child is offered a place at the School they will be both diligent in their studies and responsible in their attitude and behaviour. Should there be concerns in this area, we will make every effort to counsel your child and yourselves and put in place a support or intervention plan to encourage your child to improve their behaviour inline with the school's expectations. However, you must accept that it may become necessary for your child's place at the School to be withdrawn and for them to be educated at the school which is more appropriate to their needs. The Headteacher's decision in this will be final. See the School's Exclusions Policy.

School's Terms and Conditions

This admissions policy must be read in conjunction with the School's Terms and Conditions by which all parents or carers and pupils must abide in relation to treatment of staff and pupils at the School.

END