



HEATHSIDE SCHOOL  
HAMPSTEAD

# Admissions Policy

# Admissions

Heathside School is a co-educational, non-academically selective, non-denominational school for pupils aged from nursery (two years old) to Year 8.

We welcome children into every year, depending on availability of places. Our main points of entry are:

- Cygnets (Nursery): where we accept approximately fifteen children under three. Children may join after their second birthday.
- Swans (Pre-Reception): where we accept children aged 3.
- Reception: where we accept children of school starting age.
- Year 7: where we accept children aged eleven or twelve years old.

Please contact us to discuss the availability of places for any age group.

## The Admissions Process

The admissions process is designed to achieve a successful fit between the School and its pupils, by allowing the school to gain a realistic picture of the prospective pupil, and the pupil and parents to gain one of the School. The School is a successful learning community, and it is important for you and your child that you understand and are sympathetic to the School's ethos and approach.

The first step is to enquire for entry: the enquiry form is available via the School website ([www.heathsideschoolhampstead.com](http://www.heathsideschoolhampstead.com)). We recommend that you enquire as soon as possible.

On the enquiry form you have the opportunity to state if there are any health or additional needs concerning your child that we should be made aware of. It is essential that you share this information with us at the earliest opportunity. While we are fully inclusive school, we wish to ensure that all the needs of every child are catered for and any additional support or arrangements can be made accordingly.

The School will contact you to confirm your enquiry and will invite you to join a school tour. The next step is to send us two most recent reports from your child's current school or nursery, if applicable. If appropriate, we arrange for your child (for applicants for Reception to Year 8) to visit Heathside for a day (or half a day for Reception classes) for a 'taster day'. A fee of £250 is payable before attending a taster day. If your child requires additional support, we will ensure a meeting is also arranged with our SENDCo. We may also contact your child's current school if we require further information to support our decision to offer a place.

On the basis of the report, meeting and visit, we will assess your child as a potential pupil and, according to the availability and admissions policy, we will contact you to advise you whether we can offer a place or not.

## Allocation of Places

The school is co-educational, non-academically selective, and non-denominational and is open to children of all races and backgrounds without discrimination.

We take these factors into account when offering a place (in priority order):

- Availability of place
- Your child's potential as a Heathside pupil (please see below)
- Gender balance of the class
- Children who have an existing relationship with the School: siblings of pupils or children of staff, for example (in waiting list order)
- New applicants (in waiting list order)

Waiting list order is determined by the date of enquiry for a particular class. Please understand that we cannot hold future places for early applicants, but we do use waiting list order to allocate them when they become available. It is therefore important to submit your enquiry form as early as possible.

## How we (and you) decide if Heathside is the right school for your child

We want you and your child to know Heathside well before you make your decision. We also aim to get to know you and your child. We are honest with parents about Heathside and when we meet you, we will do our best to help you understand our ethos and approach. We ask you to be honest with us and to be open about your child and what he or she needs.

We look for children who will thrive at Heathside and who will contribute positively to a school community that is creative, social, and academic. Most pupils work at above (or well above) national average ability levels, but in assessing potential pupils we recognise a range of abilities (including academic ability, but also including creative, personal, and social) and look for potential. We have an excellent tradition of discovering and harnessing hidden talents.

The visit is central to the whole admissions process. Prospective pupils for Year 1 to Year 8 spend one day in school. Prospective pupils for Reception spend half a day at Heathside, attending classes

and mixing with their peer group. The visit is arranged when a place is available or likely to become so, and the school report and/or meeting with the parents indicates that Heathside may be a good fit for your child.

The visit is an opportunity for your child to experience Heathside for her or himself. We use it to determine your child's readiness for the next stage of their education, his or her academic potential, learning profile and suitability for the approach we offer.

During the visit, we observe and assess how responsive your child is to teachers and to classmates, how easily they will integrate into the school community, how s/he responds to the demands of schoolwork, how willing s/he is to work independently and, if relevant, whether the school is able to meet any additional needs.

Heathside is an inclusive school and will make reasonable adjustments to cater for the needs of applicants while giving equal importance to ensuring that no other pupil's education is impaired. All parents are asked to complete a form detailing their child's requirements and any reasonable adjustments necessary for the child to be educated at Heathside. Where we require more information, we may ask for an educational psychologist's or other appropriate professional's report.

The school has the final decision in all cases of admissions.

## Accepting a Place

If we offer your child a place, and you choose to accept it, your next step is to confirm your acceptance in writing, along with a deposit and commitment to the first term's fees. We will then make full arrangements for welcoming your child into the School.

## Admissions Register

Following confirmed admission, the school will maintain a register of the following information:

- Name in full;
- Gender;
- The name and address of every person known to the Headteacher of the school to be a parent / guardian of the pupil and, against the entry on the register of the particulars of any parent with whom the pupil normally resides, an indication of that fact and a note of at least two telephone numbers at which the parents can be contacted in an emergency
- Day, month and year of birth;
- Day, month and year of admission or re-admission to the school; and
- Name and address of the school previously attended, if applicable.