



# HEATHSIDE SCHOOL

## HAMPSTEAD

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### Admissions Policy

Policy Author: Sara Williams-Ryan, Head

Reviewed: Sept 2025

Next Review Date: Aug 2026

**Objective:**

To outline the admissions process and practices to Heathside School Hampstead.

**Applies to:**

- The whole school and all activities provided by the school, including those outside of normal school hours.
- All staff (teaching and support), the Governors and volunteers working in the school.

In our School, the term 'staff', in the context of safeguarding, is inclusive of all staff and is also inclusive of students on placement, contractors, agency staff, volunteers and the Proprietor.

**Availability**

This policy is made available to Parents, staff and pupils in the following ways: via the School website, within the Parent Policies Folder in the reception area, and on request from the school office.

**Monitoring and Review:**

This policy is subject to continuous monitoring, refinement and audit by the Head. The Head undertakes a formal annual review of this policy.

**1. Introduction**

1.1. Heathside School Hampstead is an independent, non-selective nursery and prep school for children aged 2 to 11, located in the centre of historic Hampstead Village. To achieve the general objectives set out in the main prospectus and on the school website, the School will:

- provide a rich, liberal academic education;
- provide a balanced and wide-ranging extra-curricular programme;
- provide a warm family ethos in which every pupil is known and valued;
- provide a clear moral framework accessible to all pupils; and
- provide a high level of individual attention and pastoral care.

1.2. The overall ethos of the School is centred on providing a creative, family-oriented, nurturing and scholarly environment in which all pupils are known as individuals and all are equally valued and supported regardless of race, religion, gender or disability.

1.3. The School seeks to admit pupils who:

- are able and willing to contribute to the life of the School;
- will take initiative and take responsibility for themselves;
- are likely to get on well with other pupils and with staff;
- will make the most of the range of activities and opportunities offered by Heathside School Hampstead; and
- are willing to cooperate with teachers and work hard.

- 1.4. The School is committed to widening access to as broad a range of pupils as possible. Religion, ethnicity, sexual orientation and gender identity have no bearing on how we select pupils, and we will comply with all legislation prohibiting discrimination. Disability or special educational need is no bar to admission, provided that we can make reasonable adjustments that enable us to deliver a Heathside School Hampstead education and that enable the pupil to benefit fully from that education.

## **2. Information for Prospective Parents**

- 2.1. A copy of the school's prospectus is available on the school website and from the school Admissions office upon request.
- 2.2. Regular Open Mornings are held throughout the year for parents of prospective pupils. These can all be booked directly via the school's [Eventbrite](#) page.
- 2.3. Private tours may also be arranged on request. To arrange a visit to the school, please contact our Admissions Department on [admissions@heathsideschoolhampstead.com](mailto:admissions@heathsideschoolhampstead.com)

## **3. Entry points & requirements**

- 3.1. The main points of entry into the school are:
  - 3.1.1. Nursery (2+): Children can join the Nursery, referred to as the 'Cygnetts', any time after their second birthday.
  - 3.1.2. Pre-Reception (3+): Children can join Pre-Reception, referred to as the 'Swans', any time after their third birthday.
  - 3.1.3. Reception (4+): Children join Reception in the September after their fourth birthday.
- 3.2. Children may also join the school at any other age, subject to a place being available.
- 3.3. The school is non-selective. However, parents of any child entering the school in any year group are expected to notify the school of any physical or educational impairment which may affect a child's progress at school so that these may be discussed with the Head with full candour and, where necessary, appropriate, and reasonable adjustments put into place. (See also paragraph 6)
- 3.4. Siblings of current students and children applying from another Dukes Education school or nursery are offered priority places. In addition, parental commitment to the School and its ethos is an important factor when offers of places are made.

## **4. Entrance Procedure**

### **Enquiries & Registrations**

- 4.1. Initial enquiries can be made via the school website, or by contacting the Admissions Team on [admissions@heathsideschoolhampstead.com](mailto:admissions@heathsideschoolhampstead.com)
- 4.2. For all year groups, the online Registration Form must be completed and submitted, alongside the payment of the £100 non-refundable Registration Fee. The Registration Form can be found on our website at <https://www.heathsideschoolhampstead.com/admissions/how-to-join/registration/>.
- 4.3. A recent school or nursery report and a copy of the child's passport should also be submitted alongside the Registration Form.
- 4.4. For applicants who do not hold a British passport, the Admissions team will also request evidence of their right to live and study in the UK.
- 4.5. Once the application form has been submitted and the Registration Fee of £100 paid, the School will acknowledge receipt of the Registration and the child's name will be placed on a waiting list for the preferred year of entry.
- 4.6. The child will then be invited in for a taster session in school, the duration of which will depend on the age of the child.
- 4.7. Trial days typically take place at the start of the Spring term for entry in September of the same year. However, we welcome applicants all year round.

## **5. Offer & Acceptance Offers**

- 5.1. When making offers, the School prioritises candidates who are:
  - Siblings of current pupils at Heathside School Hampstead.
  - Current pupils of any Dukes Education school or nursery, or have another affiliation with Dukes Education, for example, the child of a staff member.
  - Talented in academics, sport, music, chess or the arts.
  - Looked After Children, consistent with The Education (Admission of Looked After Children) (England) Regulations 2006, subject to the School's admissions criteria.
- 5.2. All successful applicants will be sent a formal offer letter via email, accompanied by the School's Terms and Conditions and Privacy Policies. Candidates who are not offered a place will be informed via email.
- 5.3. All offers are made at the Head's discretion. If parents would like to appeal the decision, they can do so by contacting the Governors.

- 5.4. A small number of scholarships are available each academic year for pupils who display exceptional talent or potential in academics, sport, music, chess or the arts.

### **Accepting a place**

- 5.5. To accept a place, parents must:
  - 5.5.1. Return the signed parent acceptance form, which acknowledges that the Parents have read and understood the Terms and Conditions and Privacy Policies.
  - 5.5.2. Complete an online payment of the acceptance deposit.
- 5.6. Acceptance will only be considered confirmed once both the form and deposit have been received.
- 5.7. A secondary payment of one term's fees (at the new academic year fee cost) will be payable before the child's first day at the school. This applies to children joining the school in any year group.

## **6. Cancelling a Place**

- 6.1. If for any reason the Parents wish to cancel their child's place at the school before entry, formal notice must be given to the school Admissions team in writing as soon as possible, with **at least** a full term's notice.
- 6.2. The cancellation of a place which has been accepted can cause long-term loss to the School if it occurs after other families have taken their decisions about schooling for their children. A genuine pre-estimate of loss is fees for between one and 5 years. If the Parents wish to Cancel and terminate this contract at any time after the expiry to the 14-day cancellation period, they shall do so by either:
  - 6.2.1. Providing at least one Term's Written Notice. If the Parents Cancel by providing at least one Term's Written Notice the School shall retain the Acceptance Deposit only; or
  - 6.2.2. Paying one Terms Fees in Lieu of Notice and the Acceptance Deposit shall be retained by the School.

Cases of serious illness or genuine hardship may receive special consideration on written request.

- 6.3. Further details regarding cancellation, withdrawal and notice can be found in the school's Terms & Conditions, which are supplied to all parents when an offer is made.

## 7. **Waiting list**

- 7.1. Once places for the following September have been filled, applicants will be kept on the waiting list for the relevant year group and places will be offered to those children if they become available.
- 7.2. To retain our co-educational commitment, we try to replace a boy with a boy and a girl with a girl, aiming to achieve an even spread of boys and girls in a class.

## 8. **Special Educational Needs & Disabilities**

- 8.1. Parents of any child entering the school in any year group must notify the Head **at the point of application** and subsequently in writing if at any time they are aware or suspect that the Pupil has a learning difficulty, and the Parents must provide the School with copies of all written reports and other relevant information.
- 8.2. The Pupil's place will be cancelled, or, once the Pupil has started, Parents will be asked to withdraw the Pupil, without further charge if in the professional judgement of the Head and after consultation with the Parents and with the Pupil (where appropriate), the School is unable to provide adequately for the Pupil's special educational needs. The School reserves the right to charge for the provision of additional teaching where it is lawful to do so
- 8.3. Heathside School Hampstead is not academically selective. However, the school will only consider admitting a pupil if their special educational needs can be met with reasonable adjustments that the school can provide. Their admission must be compatible with the provision of education for the children with whom they will be educated.
- 8.4. The school's facilities for children with physical disabilities are limited due to the limitations of the school site. However, the school will do all it can to ensure reasonable adjustments are made so that pupils with disabilities have full access to the curriculum, procedures, and policies.
- 8.5. Parents are invited to discuss their individual requirements with the SENDCo during the admissions process to ascertain if the school can meet the individual needs of their child.
- 8.6. For full details regarding the school's policy and procedures for pupils with SEND, please see the SEND Policy, which is available on the school website.

## 9. **Pupils requiring English as an Additional Language**

- 9.1. Parents of children for whom English is not their primary language (EAL) should notify the School at the application stage so suitable adjustments may be made during the Admissions process if required.

- 9.2. Specialist one-to-one EAL and EFL support are available at additional cost. To ensure students can confidently access the curriculum, EAL lessons may be required by the school as a condition of offering a place.
- 9.3. For full details regarding the school's policy and procedures for pupils requiring English as an Additional Language (EAL), please see the SEND Policy, which is available on the school website.