



THE HALL SCHOOL

Admissions Policy and Procedure

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This policy is available on the School website and can be made available in large print or other accessible format if required.

A. Admissions Policy

1. Introduction

The Hall School is an independent day school for boys. Admission to school is open to all boys aged 4+ to 13+, irrespective of race, religion or cultural background. The Hall is affiliated to the Church of England, but welcomes boys from families of all denominations and faiths. All pupils are expected to comply with the School's attendance policy although special requests for absence for religious festivals are considered by the Headmaster.

2. Admission to Reception (aged 4+) and Year 1 (aged 5+)

Each year the school admits approximately 54 boys into the Reception year (aged 4+) or Year 1 (aged 5+). Normally 32 boys are admitted into the Reception year group in the September following their fourth birthday, and are allocated to two forms of approximately 16 boys, while a further 22 boys approximately are admitted to Year 1 in the September following their fifth birthday. At this point, we expect Year 1 to have three forms of 18 pupils each, and the composition of the forms is altered for the existing pupils from the previous year.

Due to the high current rate of applications to the school, parents are recommended to register their sons as early as possible, and are required to do so before his first birthday. A duly completed Registration Form (obtainable from the website or from the school) must be sent to the Registrar at The Hall School, 23 Crossfield Road, London NW3 4NU, accompanied by a cheque for the Registration Fee of £100.

The Hall has a selective admissions procedure, and the school needs to be confident that a boy will be able to benefit from the wide and fast-moving curriculum which the school provides for its pupils, so that there is every chance that each pupil will be able to have a complete, happy and successful school career, in line with the general standards achieved by that pupil's peers, and will be able to emerge as a well-educated, well-rounded and confident adult.

The school's policy is to apply these criteria to all pupils and potential pupils regardless of any disability of which it is aware. The school is conscious of its obligation to make reasonable adjustments to ensure that no disabled pupil, present or potential, is at a substantial disadvantage because of his disability compared with any other pupil in the school. Parents are recommended to read the school's SENDA and Accessibility Plan for a full elaboration of school policy in this area, and to contact the school at the earliest opportunity if they have such matters concerning their son which they wish to discuss.

Places in Reception

The school conducts an assessment of all boys applying for a place in Reception - this occurs in January/February in the academic year in which the boy concerned reaches his fourth birthday. Following this assessment, parents will be offered either a firm place or a waiting list place for their son, or they will be informed that with regret the school is unable to offer a place.

An offer of a place for your child into Reception (or any other year groups other than Year 1) is accepted through you signing the **Acceptance Form** (having received the Schedule of Fees and the Terms and Conditions, which in each case may be varied from time to time) and paying the *Acceptance Deposit* (currently £1000). These form the terms of an agreement (the "**contract**") between you and the School. The Parent Contract contains details of term dates and notice periods.

The **Acceptance Deposit** is generally refundable and returned to you at the end of the boy's final term at The Hall, provided that you give notice at the requisite time (should a pupil be withdrawn from the school before the end of Year 8, one complete term's notice is normally required). However, once paid to The Hall in accepting the place for your son, please note that the Acceptance Deposit **is not refundable if he does not take up the offered place at the School**. Upon starting at The Hall in September, the full term's fees are required (as detailed in the *Schedule of Fees* accompanying the Parent Contract).

Places in Year 1

The school conducts an assessment of all boys applying for a place in Year 1 – this occurs in the second half of the Spring Term (ie. February/March) in the academic year in which the boy concerned reaches his fourth birthday. Following this assessment, parents will be offered either a firm place or a waiting list place for their son for the September in the **following** academic year (ie. a year later), or they will be informed that with regret the school is unable to offer a place.

Parents offered a firm place into Year 1 (ie. to start in the September of the following year) are required to sign the Parent / School Contract in the March just after the assessment period and to pay an *Acceptance Deposit* of £1000 at that point. This deposit will confirm acceptance of the offered place and will be refunded at the end of the boy's final term at The Hall. Should it be necessary to withdraw the boy before the end of Year 8, in normal circumstances one term's notice is required. The Parent Contract contains details of term dates and notice periods. Please note that, once paid to The Hall in accepting the place for your son, the Acceptance Deposit **is not refundable if he does not take up the offered place at the School**.

In addition, at the beginning of September **one year before** the boy is due to start at The Hall in Year 1, payment of a *Confirmation Deposit* (currently £2600) will be required. The confirmation deposit will be refunded against the first term's fees requested at the start of the term in which the boy starts at The Hall (a year later). Should a boy's parents subsequently decide not to take up the place after the start of the Autumn Term preceding their son's scheduled start in September a year later, they will be liable under the contract **to forfeit this confirmation deposit**.

3. Admission to other years (Years 2 to 7); the Occasional Places Register

There is no other major intake into any year group in the school after Year 1. Very occasionally, places may arise in Years 2 (6+) to 7 (11+) when a family relocates from London or

a boy leaves the school for other reasons. Only in very exceptional cases will the school consider offering a place in Year 8, since being in the school for just one year is unlikely to give the boy time to settle and prepare adequately for the Common Entrance examinations.

At the start of September, the beginning of the school year, boys who were assessed for a 4+ or 5+ place and were not offered a place in Reception or Year 1, but were placed on the 'Waiting List' following assessment, will be automatically moved to the 'Occasional Places' register. The boy's details will remain on the Occasional Places Register for as long as the family continues to be interested in a place at The Hall.

Other parents who have missed the 'window' of registration (the year from birth to twelve months), yet still desire a place for their son in one of the higher year groups at The Hall, should contact the Registrar at the school and complete a registration form for the Occasional Places Register, for which there is an administration fee of £50 (made payable to The Hall School Charitable Trust).

The school will endeavour to keep in touch on a regular basis to check that families continue to be interested in a place. Since the main channels for communication between The Hall and the applicants is by email and telephone, it is very important, that prospective parents keep the school abreast of any changes in their contact details through contact with the Admissions Registrar (020 7449 6918 or admissions@hallschool.co.uk).

If a place becomes available in the school in Years 2-7, the Admissions Registrar will contact all the families on the Occasional Places Register with boys in the relevant year group to invite them in for assessment (see below).

4. Conclusion

The Hall School will attempt to be fair and equitable in all decisions regarding admissions (as in other matters) and to communicate those decisions quickly and clearly. However, the Headmaster's decision on all matters involving admission to the school will be final.

B. Admissions Procedure

1. Admission to Reception (4+) and Year 1 (5+)

As indicated in the Admissions Policy, parents are required to send a duly completed Registration Form (with a cheque for £100) to the Registrar at the school before their son's first birthday.

They will subsequently be invited to one of three Open Evenings held at the school in May of the academic year in which their son has his third birthday. At the Open Evening, the school's approach to admissions is fully explained, and prospective parents are given a full tour of the whole

school (the Junior, Middle and Senior School buildings) by members of the teaching staff and by boys in their final year at the school. Parents also have the opportunity to meet senior members of staff and to ask any questions.

Following the Open Evening, prospective parents are invited to come to a 'Next Steps' tour meeting during one of four days in the course of the Autumn Term. These provide a chance for prospective parents to hear about the assessment process and life in the Junior School. An 'Additional Information Form' will have been sent to parents for completion and return prior to their visit, which enables the school to gain some insight into the learning and development of each prospective pupil. The tours around the Junior School are led by the Headmaster, the Head of the Junior School, the Deputy Head of the Junior School or the Head of External Relations. They last about 20 minutes and are followed by refreshments in the Library during which parents' specific questions or concerns can be aired with the senior staff. Following these meetings, parents wishing to continue with their application are asked to decide by the end of November of that year whether they wish to apply for a 4+ (Reception) or a 5+ (Year 1) place for their son.

Prospective pupils will be invited to attend an assessment session either in January/February (for Reception applicants) or February/March (for Year 1 applicants) in this same academic year, in the course of which they have their fourth birthday. These sessions occur on Wednesday afternoons and last for 45 minutes. They are held in the school's Reception classrooms and boys are seen in groups of approximately eight. The school has developed its own assessment procedures and criteria, largely based on pre-school tests set by accredited organisations, but the general principle is that the school is looking for a boy's long-term potential to thrive at The Hall. Personal and social qualities are very much taken into account.

Letters to parents following these assessments are sent out to parents after the final assessment sessions for each year group, normally in mid-February and late March.

2. Admission to other Year Groups (Years 2 to 7)

If a vacancy comes up in Years 2 to 7, the Registrar contacts families on the Occasional Places Register, to invite a group of eligible boys in for assessment and interview. Subject to age, the assessment tests will normally be in English, Maths, Verbal and Non-Verbal Reasoning. The applicant's parents will meet the Headmaster and also be asked to provide a report in advance from the boy's previous or current school. Depending on his age, the boy concerned may also be invited to spend a school day or a portion of a day in school with pupils of his own age, in order to help determine whether he would thrive at the school.

It must be understood that there is no general intake in any year group after Year 1, and that places in Years 2 to 7 inclusive only become available on an occasional basis when boys leave the school other than at the end of Year 8, which is the normal leaving time. In an average year, there might be one or two places which become available in any particular year group, but this cannot be guaranteed.

3. Bursaries

The school operates a bursary scheme for boys to enter Years 4 or 5 at The Hall. The bursary programme is targeted towards boys from ordinary working families and disadvantaged backgrounds whose parents would not otherwise be able to contemplate private education for their children. Please see the information available on the school's website for details of how to apply for a bursary at The Hall and the means testing process.

Parents interested in 'Occasional Places' or the Bursary scheme for their son should contact the Registrar on 020 7449 6918.

4. Data Protection

Data Protection Law gives individuals rights to understand how their data is used. Parents of potential pupils are encouraged to read these notes and understand the school's obligations to its **Applicant** community.

These notes apply alongside any other information The Hall may provide about a particular use of personal data.

HOW THE SCHOOL COLLECTS DATA ON PROSPECTIVE PUPILS

Generally, The Hall receives personal data concerning an Applicant from the parents of the prospective pupil. This may be via a form, or simply in the ordinary course of interaction or communication (such as email).

WHY THE SCHOOL NEEDS TO PROCESS PERSONAL DATA ON PROSPECTIVE PUPILS

Use of your (and your son's) personal data will be made in accordance with the school's **legitimate interests** for the purposes of pupil selection. In providing The Hall with your contact details we will keep parents updated via your preferred communication channel (eg. email) about the next steps in the assessment and entry procedure to The Hall.

In order to carry out its duties to communicate with parents of potential pupils and to assess potential pupils, the school needs to process a range of personal data relating to you as parents as well as relating to your son for whom you are making an application to join The Hall. We need to do this in order:-

- To confirm the identity of prospective pupils and their parents;
- To enable potential pupils to take part in assessments;
- To safeguard potential pupils' welfare and provide appropriate pastoral (and where necessary, medical) care whilst they are in the process of assessment at The Hall;

Following the assessment selection process and prior to an offer of a place at The Hall, with *the express permission of the parents*, further personal data is generally sought from previous educational establishments that the potential pupil has attended (if any):-

- References may be sought, to provide information about prospective pupils' parents, including relating to outstanding fees or payment history
- Prospective pupils' academic, disciplinary, admissions and attendance records (including information about any special needs) are usually required from any previous educational establishments
- Relevant information from other professionals or organisations working with the prospective pupil (if applicable) may be sought;

KEEPING IN TOUCH

With parents' express permission we may also communicate with you about the activities of the school, or events of interest, including by sending updates and newsletters, by email and by post. You are of course at liberty to unsubscribe from any such communication at any time by contacting the Registrar at admissions@hallschool.co.uk

WHO HAS ACCESS TO PERSONAL DATA RELATING TO POTENTIAL PUPILS

Personal data collected by the school in relation to a prospective pupil will remain within the school, and will be processed by appropriate individuals only in accordance with access protocols (i.e. on a 'need to know' basis). Particularly strict rules of access apply in the context of:

- Any medical records or developmental assessments provided by the parents of Applicants. These are held and accessed only by the Registrar and the Headmaster
- However, a certain amount of any prospective pupil's SEN relevant information may need to be provided to teaching staff involved during the assessment process in the context of providing the necessary care and support that the potential pupil requires during the assessment.

HOW LONG WE KEEP PERSONAL DATA RELATING TO POTENTIAL PARENTS OR PUPILS

The school will retain personal data securely and only in line with how long it is necessary to keep for a legitimate and lawful reason.

- If offered a place at The Hall, the school will retain ordinary pupil personnel files for 25 years from the boy's date of birth.
- If not offered a place at The Hall, the parents of Applicants have the opportunity to request that their data and that of the applicant pupil be retained on the Occasional Places Register; in this case data is held in our electronic and paper files for a maximum of seven years (by which time the boy will be too old to attend The Hall) prior to secure disposal. If no such request to transfer to the Occasional Places Register is made, the applicant's personal data and that of his parents will be erased or destroyed.

If you have any specific queries about how our retention policy is applied, or wish to request that personal data that you no longer believe to be relevant is considered for erasure, please contact the school's Registrar at admissions@hallschool.co.uk