



# Admissions Policy

## Contents

1.	Aims and Policy Statement .....	2
2.	Equal Treatment.....	2
3.	Disability, Learning Difficulty/Disability and Special Educational Needs.....	2
4.	Pupils for whom English is an Additional Language .....	3
5.	Procedure summary.....	3
6.	Admission to St Joseph's in the Park .....	3
7.	Overseas Applicants .....	5
8.	Further Information .....	5
9.	Waiting Lists .....	5
10.	Review.....	5

## 1. Aims and Policy Statement

Mill Hill Education Group ('the Group') is the trading name of The Mill Hill School Foundation. The Group aims to provide excellence in education, to support pupils in the passage from childhood towards adulthood and develop in every pupil self-discipline, responsibility, spiritual and moral values, leading to the highest possible standards of behaviour, consideration for others, pride in oneself and in one's achievements. The Group currently comprises ten schools. This policy primarily applies to St Joseph's in the Park School one of the Group's schools and does cover some links in processes to the other Group schools, although these have their own Admissions policies.

### Authority and Circulation

This policy has been authorised by the Education Committee of the Court of Governors of Mill Hill Education Group. Its status is advisory only. It is addressed to prospective parents and pupils and to all members of the teaching and administration staff.

### Policy Statement

The **aims** of this policy are:

- To ensure compliance with the School's charitable purposes, which are to promote and provide for the education of pupils of any age
- To identify and admit children who will benefit from an academic education and who will contribute to, and benefit from, the ethos and activities of the Group community. The Group will admit only children who have met the required criteria

## 2. Equal Treatment

The Group's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible, which enriches our school community. Each school is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background. The Group's ethos has its origins in the non-conformist Christian values of its founders, but it welcomes pupils regardless of their faith/no-faith background.

## 3. Disability, Learning Difficulty/Disability and Special Educational Needs

The Group welcomes pupils with special educational needs and/or disabilities (SEND), provided the School can make any necessary reasonable adjustments to offer the support they require for their additional needs, and the site is able to accommodate them.

In the KS2 classes at St Joseph's in The Park there are two parallel streams: the main cohort and the Woodlands cohort.

In order to determine the necessary support both during the admission process and if an offer is made, we require parents of children with physical/mental disabilities or SEND to inform the school (when submitting the Registration Form) of any special circumstances that fall under this umbrella. Parents should provide a copy of an Educational Psychologist's report, Education Health and Care Plan (EHCP) or a medical report if they have one.

The School strongly advises an early Admissions Meeting with the parents of children with SEND to discuss any special arrangements or provision that may be needed, to enable the School to assess whether this can reasonably be accommodated.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's disability. For example, if, despite reasonable adjustments, we feel that a prospective pupil is not going to be able to access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, we may not be able to offer a place at the School.

In exceptional circumstances, where a place is offered but further information becomes available prior to a child starting at the School such that the School cannot make reasonable adjustments to accommodate them in sufficiently accessing the curriculum and benefitting from the learning environment, the offer may subsequently be withdrawn and the Acceptance Fee returned.

#### **4. Pupils for whom English is an Additional Language**

Pupils for whom English is an Additional Language (EAL) are assessed for their standard of English on application to the School where appropriate, to assess the level of EAL support they need and to determine whether this can be reasonably provided. Their curriculum may then be adapted to suit their needs and abilities. Lessons in EAL are provided for those pupils who need it, either in small groups or individually, as appropriate.

#### **5. Procedure Summary**

The Group Schools offer a continuity of education, from Early Years at St Joseph's in the Park and at Grimsdell, Lyonsdown, Keble Prep, Kingshott and Abbot's Hill, through to the Upper Sixth at Mill Hill School. St Joseph's is non-selective; however, the admissions procedure is subject to an interview with the Head. Admission and entry will be subject to the availability of a place and the pupil satisfying the admission requirements at the time. Progress to the next stage of education in the Group is dependent upon the required conduct and academic progress of the pupil, as determined by the relevant Head. The school reserves the right not to accept any child with a record of disruptive or challenging behaviour.

#### **6. Admission to St Joseph's in the Park**

The process of admission begins with an initial enquiry about the school from prospective parents. A visit and tour is then arranged. The tour is normally conducted by the Headmaster and Registrar along with pupil support.

The usual point of entry into the school is at our Pre-Reception class (age 3+). Pupils entering our Pre-Reception will have automatic entry into our Reception Class the following year and Pre-Reception is therefore only open for pupils who will move up into our Reception Class.

Applications can also be made for entry into any other year group, at any time, subject to there being a space available.

## **Registration**

Once parents have visited the school, parents should register their child for a place at the School on the Registration Form and pay a non-refundable registration fee.

All applications for admission to the School are treated equally, keeping the needs of the prospective pupil uppermost. The criteria for allocation of places, in order of priority, are as follows:

1. Sibling of a child/children who is/are already a pupil at the School
2. Child whose parent/s attended the School as a pupil (ex-pupils/alumni), and
3. Date order of Registration

The School will offer a place to prospective pupils who we consider can sufficiently access the St Joseph's curriculum and benefit from the learning environment and the many opportunities at the School. We will only offer a place if we can cater for the prospective pupil's needs. In the event of specific needs such as disabilities or learning difficulties, careful consideration will be given to possible reasonable adjustments in line with our Special Educational Needs and Disability (SEND) Policy before an offer of a place is made.

## **Pre-Reception Entry**

If a place is sought within the Preschool Department, the Headmaster will not generally need to see the child before admission.

The Pre School fee is based on the number of weekly sessions attended. A session is one half day, morning or afternoon. On joining the Kindergarten Class a child should attend a minimum of 5 sessions in a week. In Nursery, this increases to a minimum of 7 sessions. The number of weekly sessions and their timings can be increased or altered at each half term.

The children's welfare is of paramount importance, and we wish the transition into school to be as smooth and effective as possible. We may ask that parents stagger starting dates to ensure that each child receives individual attention on their first day at school.

## **Reception to Year 6 Entry**

All prospective pupils and their parents / guardians will be invited to attend an Admissions Meeting and a tour of the school, usually with the Head. In addition, pupils generally then attend taster days within the relevant class which will include assessments. This gives them the opportunity to experience a typical day at St Joseph's alongside their prospective peers and enables the School to assess their competency in Maths and English and to ensure that they will be able to sufficiently access the St Joseph's curriculum and benefit from the learning environment, should a place be offered.

If it is deemed necessary, we will contact the school currently attended by the child to obtain a recent update. The Headmaster or sometimes the Registrar will either meet with the parents or telephone them to discuss the results of the assessment and taster days.

The School will require a report from a child's current Nursery or School to ensure that any specific or emerging needs can be accommodated such that they can sufficiently access the St Joseph's curriculum and benefit from the learning environment and many opportunities available, should an offer of a place be confirmed.

## **Offer and Acceptance**

Offers of places will be made in writing. Parents accept the offer by completing the Acceptance Form, confirming their acceptance of the School's Terms and Conditions (Parent Contract), and returning it to the School with the Acceptance Deposit within three weeks of the offer being made. Failure to respond by the given deadline may result in the place being offered to another prospective pupil and loss of the previous priority given under the admissions criteria. The deposit is refundable when the child's time at the school ends provided all fees are paid up to date.

Thereafter the Registrar arranges a suitable start date, sends out the welcome package of information and organises for the relevant fee invoice to be prepared.

The Head's decision relating to all matters of admissions is final.

## **7. Overseas Applicants**

We welcome overseas pupils into the School, provided that they have the correct permission to be in the UK.

The School asks for a copy of the prospective pupil's birth certificate as part of the admissions process. Where a pupil is not British, we will then need to see and take a copy of the pupil's passport together with a parent's passport/or residence card and/or Visa to ascertain that they have the correct permission to be in the UK.

## **8. Further Information**

### **Disclosures**

Parents must as soon as possible disclose any particular known or suspected circumstances relating to their child's health, allergies, physical and mental impairment disabilities, learning difficulties or disabilities or special educational needs.

## **9. Waiting Lists**

Some of the Group Schools are oversubscribed so waiting lists are a feature of the admissions process. After taking account of appropriate allowances and special consideration, places will be offered to pupils on the waiting list based on the holistic judgement of the Head, comprising:

- Performance in the entrance assessments, including particular skills and aptitude
- Suitability for the School environment reflected in group work, interviews and social interaction
- Existing relationship to the Group (sibling who is already a pupil, attendance at another Group school, parent who works at the Group, parent who themselves attended the School)
- References / reports from current school

## **10. Review**

This review: Autumn Term 2024  
Next review: Autumn Term 2026

This Policy was approved by the Education Committee of the Court of Governors on 20<sup>th</sup> November 2024.