



# Heath Mount School

## **Admissions Policy**

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**Heath Mount School, Hertfordshire**

**Independent Day and Boarding School for Boys  
and Girls**

May 2024



# Heath Mount School

Heath Mount School is a co-educational day and flexi-boarding school, open to pupils between the ages of 2 and 13 irrespective of gender, race, religion, culture, sexual orientation or disability (in accordance with the Equality Act 2010). We are not an academically selective school. Children may enter our school at any age as long as there are places available, though the majority enter at Nursery or Reception (2+ and 4+).

Numbers of pupils at Heath Mount are regulated very carefully to ensure that class sizes and the infrastructure associated with supporting pupils are not over-stretched. It is our wish to retain quite a broad ability range, but we need to be sure that all pupils can thrive in our school environment, can cope with the demands of the curriculum, and that their behavior conforms to the ethos of the school; to this end, assessments usually take place prior to a place being offered at all points of entry except Nursery and Reception; these may include input from the learning support department if appropriate (see below). Heath Mount reserves the right to decline to offer a child a place if the school believes that Heath Mount will not be able to meet the child's behavioral or educational needs.

## **Application and Accessibility**

This is a whole School policy, published on the School website and available in hard copy upon request. It can be made available in large print or other accessible format if required.

## **Application Process**

### Stage 1

Prospective parents contact the school via the registrar [registrar@heathmount.org](mailto:registrar@heathmount.org) or on 01920 830230 for a copy of our prospectus and to enquire about spaces. We encourage all parents to visit our school prior to Registration if possible. Parents are welcome to visit us on our annual Open Morning (held in Autumn each year) or to visit us year round for a private tour of our school and a meeting with our Headmaster.

### Stage 2

To register their child for entry, parents complete a registration form and pay a non-refundable registration fee (see current fees list). Their child's name is then added to the waiting list for that particular year group.

Parents may register a child at any stage, but we do recommend early registration where possible as our classes are often oversubscribed.

### Stage 3

Where a place/spaces are available, children in Year 1 and above will be invited into school for a taster session, and this will include an assessment (as outlined below). Reports/references from the child's previous school will also be required. Nursery and Reception applicants are not required to attend a taster session.



# Heath Mount School

## Stage 4

When a place is offered the parents will be sent an acceptance pack. To accept the offer of a place at Heath Mount, parents will need to complete and return the acceptance form and pay an acceptance deposit for each child. The acceptance deposit is refunded once the pupil leaves Heath Mount for their Senior School. Parents should note the pre-conditions for acceptance detailed below.

Offers of a place are held open for two weeks.

### **Allocation of space**

#### **Early Years**

For Nursery and Reception, places are allocated on a 'first come, first served basis' (subject to sibling links – see below). Pupils are not pre-assessed, but places are offered on the basis that children are physically, socially and emotionally ready to start school. Children coming into Reception will be expected to integrate successfully with the current cohort.

#### **Entry into other year groups**

For entry into other year groups, if/when a place is available, children will be invited in for a taster session. Places are awarded following an in-situ observational assessment during a morning spent with their peer group, so that a judgment can be made regarding how successfully the child might integrate within the cohort. Additionally, assessments will be carried out as detailed below, and reports/references sought from the child's previous school.

#### Year 1 and 4

As well as spending time in class with their peer group, children will complete assessments in literacy and numeracy.

#### Years 5 and above

Pupils sit placement assessments in literacy and numeracy. These assessments match the child's age and allow us to set accordingly the child's current attainment. A new pupil joining in Year 7 or 8 will need to be able to demonstrate a skill level comparable with current pupils working in line with our middle sets. There is also usually a short informal chat with the Headmaster and reports/references from the child's previous school are also considered. Parents of pupils who join in Years 5 and above are asked to commit to a 13+ route to senior school.

A 'Sibling Policy' operates throughout the school that prioritises siblings for any available places. Depending on the age at entry (and under the criteria above) a taster session and assessment will be required, to determine if the sibling's needs are able to be met by the



# Heath Mount School

school before the offer of a place is made, and this may include input from the Learning Support Department. Similarly, staff children are also prioritized on the waiting list.

Heath Mount may offer places to pupils one year ahead or one year behind their standard year group, if we consider, as a matter of professional judgment, that this would be in the best interests of the pupil and the school.

## **Special Educational Needs and Disability**

Heath Mount is inclusive and welcomes children with disabilities, special educational needs and learning difficulties. It maintains and drives a positive culture towards inclusion of disabled people and those with special educational needs and it will not treat an applicant less favorably on those grounds without justification. Pupils who have identified Specific Learning Difficulties or who are experiencing difficulties with academic advancement are not always subject to the same assessment arrangements. Please discuss your child's needs with the School as support and assistance regarding tests can be provided. At present the school's facilities are limited but it will do all that is reasonable to comply with its legal and moral duties under the Disability Act 2010 and the code of practice for Special Educational Need and Disabilities 2015 in order to accommodate the needs of applicants who have disabilities, for which the school can cater adequately. Parents of a child who has any disability, special educational needs or learning difficulties should provide the school with full written details when submitting their Registration Form. The school will work with parents about adjustments that can reasonably be made for the child both during the admissions process and later as a student.

## **English as an Additional Language**

In order to cope with the academic and social demands of Heath Mount School, pupils should normally have a level of proficiency in English that will allow them to access the curriculum. Whilst the school will make reasonable adjustments to the delivery of the curriculum, tuition in English as an Additional Language (EAL) must be arranged outside of school and at the parent's expense.

## **Pre-conditions for Acceptance**

Heath Mount prides itself on its warm, friendly and supportive ethos and welcomes children and families who wish to join and become part of our close community. We believe that establishing an honest and open relationship with parents at the outset is a precursor to cementing constructive relationships as your child moves through our school, and therefore ask all prospective parents to ensure that they agree and accept our pre-conditions before accepting the offer of a place.

Our pre-conditions for acceptance are that;

The applicant has completed the registration forms in an honest and open manner, has disclosed any information that the school should be aware of and has also submitted any accompanying documentation to support the application

The applicant fulfills any conditions of offer set out in the conditional letter of offer



# Heath Mount School

The school is able to adequately provide for any special educational needs, learning difficulties, disabilities or (if any) the child may have, and that the school, having made reasonable adjustment has the capacity to cope with any disability the child may have. The school is made aware of any relevant information which may impact upon the child's performance both during the admissions process or later as a student e.g. any emotional upheaval or turbulence, in order to ensure that these are taken into account and fully supported by the school (which may include involvement of our School Counsellor or/and learning support department)

Fees (if applicable) at the present school have been paid and the school has been notified that the applicant is considering other schools

## Overseas candidates

Heath Mount only offers weekly and flexi boarding, and so we cannot admit applicants who require a Tier 4 student visa. Pupils applying from overseas will need to provide reports and references from their current school.

## Bursaries

A limited number of bursaries are sometimes available. These are means tested using a standard formula, both parents need to provide proof of income and assets, and the level of support varies according to parental need. Copies of the full Bursary policy and bursary application forms are available from the Registrar at [registrar@heathmount.org](mailto:registrar@heathmount.org).

## Monitoring and Review

<b>Governors Committee Reviewing</b>	Education
<b>Effective From:</b>	April 2024
<b>Date last formally approved by the Governors</b>	
<b>Date of next review</b>	April 2026
<b>Person responsible for implementation and monitoring</b>	Headmaster Registrar
<b>Related policies</b>	Parent Contract Bursary Policy Learning Support Policy Equality & Accessibility Plan