



HEREWARD HOUSE SCHOOL

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Admissions Policy

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Our School's Aims

At Hereward House we aim to provide a warm, welcoming and safe atmosphere in which every child can thrive and feel comfortable. Whilst embracing the highest academic aspirations for our pupils, we strive to create a stimulating, purposeful and happy community, where every child feels valued and secure. Promoting the well-being of all pupils is at the heart of what we aim to do. For us the most important outcome is for all pupils to be kind, considerate and confident whilst looking out for every member of the school community. We aim to be a school where pupils will be encouraged and assisted to develop academically, morally, emotionally and culturally. It is our belief each pupil should enjoy their school days and reflect upon them with pride, pleasure and affection. We are preparing pupils not just for senior school, but for life.

Introduction

Hereward House School is an independent day school for boys aged 4+ to 13+. The School has around 170 pupils. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you will choose to register and visit us. It is our intention to make Hereward House accessible to boys from all sections of the community.

This policy covers the whole school, including the EYFS setting.

Applying

Parents interested in applying for a place at the School may obtain an application form either by emailing headmasterpa@herewardhouse.co.uk by telephoning the School Office on 0207 794 4820, or by visiting the Admissions section of the School website.

Once the completed application form has been submitted, the School Office will acknowledge receipt and provide guidance on the next steps in the admissions process.

A non-refundable application fee of £120 is payable at the time of registration. This fee covers the administrative costs of processing the application and is required for a candidate's name to be placed on the entry list. Payment of the application fee does not in itself guarantee a place at the School.

The Entry Procedure: 4+

The usual point of entry is into our Transition Year (Reception Year in National Curriculum terminology) in the September following a pupil's 4th birthday.

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Our selection process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the School.

We are able to consider up to 140 applications each year, and parents are advised to register an application for admission as soon as possible, and generally by the time their son is 18 months old.

Parents will be invited to arrange a visit to the school during the calendar year preceding the proposed year of entry (e.g. a family whose son is registered for September 2026 entry would be invited to visit the school during 2025). During the visit families will have a meeting with the Headmaster and a tour of the school (usually with the Deputy Head). These visits are individual for each family and the aim is that they give families a chance to find out, in depth, about Hereward House School and whether we would be the right school for them and their son.

Families have the option of having their sons spend an hour at Hereward House for a group playdate. This will be pen-free and give the pupils a chance to spend some time in the classroom playing some games and doing some fun activities, with the aim of allowing them the opportunity to have a taste of what it would feel like to be a Hereward House pupil. Attendance at one of these sessions is not compulsory.

Towards the end of the process, we will write to the boys' current Nurseries or Pre Preps for a reference. This allows us to learn about the boys' character, personality and classroom nature from those who know him best (i.e. his Nursery / Pre Prep headteacher).

Offers will be made in January of the calendar year of proposed admission (i.e. about seven months before the boy is due to start).

The final decision on admissions rests with the Headmaster.

The Entry Procedure: 7+

In most years we are in a position to be able to consider a small number of boys into Year 3 at the 7+ stage.

Entry at this stage involves an initial meeting with the Headmaster to talk about specific goals and aspirations. This is followed by the prospective pupil spending a taster morning with the existing class, as well as coming in after school one day for a one-to-one session. Families should aim to contact us before Christmas of Year 2.

The Entry Procedure: 11+

Over the last few years interest in entry into Year 7 has been increasing, and each year we are able to take a small number of suitable boys into the school at the 11+ stage.

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This would potentially suit boys in a number of different situations, such as boys whose prep school ends at Year 6, but whose chosen Senior School only starts into Year 9, or boys from the state sector who are looking to move into the independent sector.

Entry at this stage involves an initial parental meeting with the Headmaster to discuss with each family their specific situation and requirements in order to ensure that we are the right school for their desired outcome. Prospective pupils will be asked to spend a day within the existing class, and references will be sought from current schools. They may also be asked to take a standardised test.

Admission to other Year Groups

Occasionally, places become available in other years. The office should be contacted for information on current availabilities. Once the application is completed, it will be stored in the 'Occasional Place' application system. If a place becomes available, the Admissions office will contact the relevant families on the system to commence the process, although families are welcome to check in from time to time with the admissions office.

The Assessment Process

The aim of the process is to identify potential. The school is looking for well-rounded families and pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The School has strong traditions in music, drama, art, chess and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual. We do not believe in academically selecting pupils at the 4+ stage; we feel that a family's ethos and values are a more reliable indicator of suitability for the school than a test at such a young age.

No specific preparation for the parental admissions visit is needed; all families start on an equal footing.

Assessment for Transition (Reception) is based on the parental visits to the school along with a reference from the child's nursery or pre-prep.

7+, 11+ and 'Occasional Place' candidates will be contacted if a space becomes available. Their process will then begin with a parental visit to tour the school and meet with the Headmaster. Subsequent to this, the boy will usually need to spend a 'taster' morning/day at the school and come in to see the Headmaster for a one-to-one visit. We meet all candidate pupils as part of our Occasional Place assessment process.

References will be sought from the Head of a candidate pupil's current school or nursery as part of the assessment process.

Offers of Places

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A place is formally offered to a successful applicant following the completion of the admissions process. To secure the place, parents are required to return the signed Parent Contract together with a deposit of £3,000.

The deposit is held as security until the pupil leaves the School and will be refunded after the completion of the pupil's final term, provided that all fees and other sums due to the School have been paid in full and the School has received at least one full term's written notice of withdrawal. The deposit is not refundable if a pupil does not take up an accepted place.

An invoice for the first term's fees will be issued in May prior to the September start.

Waiting List

Hereward House is frequently oversubscribed and, regrettably, we are not always able to offer a place to all applicants we feel would thrive at the school. In such cases, the applicant's name will be placed on our waiting list should the family desire. Parents are welcome to contact the Admissions Office at any time to confirm their continued interest. When a place becomes available, families on the waiting list will be contacted in the order determined by the School's admissions priorities. The same process applies for occasional places: if no vacancy exists at the time of application, the candidate will be added to the occasional place list and contacted should a suitable space arise.

Equal treatment

Hereward House's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world.

Hereward House is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background.

Any decision regarding admissions will be made in accordance with the School's obligations set out in the Equality Act 2010.

Religious Beliefs

Hereward House is a non-denominational school and welcomes applications from candidates of all faiths and of no faith.

Special Educational needs

Hereward House does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, providing we can offer them any support that they require and cater for any additional needs and that our site can

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accommodate them. We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

Our policy is to apply our admission criteria to all potential pupils. We require parents of children with special educational needs or physical or mental disabilities to discuss their child's needs with the School before he comes for an assessment so that we can make adequate provision for him. Parents should provide with the Registration Form a copy of an educational psychologist's report or a medical report if they have one. This is so that the School can assess their child's needs and consult with parents about the adjustments which can reasonably be made and so that the School can ensure, for example, that he will be able to access the education offered and that we are able to ensure his health and safety, and the health and safety of others.

The School will discuss thoroughly with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if he becomes a pupil at the School, to ensure that the prospective pupil is not put at a substantial disadvantage compared to a pupil who is not disadvantaged because of a disability.

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 his health and safety or those of other pupils or staff may be put at risk, we reserve the right to decline a place at the School.

Siblings Policy

The School aims to allow admission to siblings and most brothers do join us at Hereward House. However, admission is not automatic and there may be occasions where the School judges that a sibling is likely to thrive better in a different academic environment.

Places offered via the Siblings Policy are only available for entry into our Transition year group. Siblings on the waiting list for other year groups will be given priority where possible, but the School cannot guarantee availability.

The Headmaster must be informed by the Summer Term, 14 months prior to entry, of any siblings wishing to join.

Records and Review

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice and Retention of Records Policy.

The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose. This will generally be e.g. no more than 12 months following an unsuccessful

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application, but reasons to retain for longer might include: e.g. if the parents express an interest in the candidate re-applying for any reason at a later date, or in the potential candidacy of another sibling; or to deal with any ongoing matters or queries arising from the application.