



Admission Policy



2025-2025

Approved by: Headteacher

Date: February 2025

Last reviewed on: February 2025

Next review due by: September 2025

Reception Class:

This academic year, the school has a reception class of 34 pupils. The class is split into two groups of 17 pupils for all curriculum areas, with specialist teaching in PE and music, speech and drama, and science. Each group has an experienced full-time teacher and a full-time, qualified and experienced teaching assistant.

The learning environment is designed for our youngest children. The bespoke curriculum offers a holistic educational experience that nurtures children's intellectual, social, emotional, and physical development. There is a designated reception class garden where children can play and complete activities.

Places are offered strictly according to the date of registration, that is, on a 'first come, first served' basis.

If the first offers are not taken up, then offers are made to those on the waiting list in strict accordance with the date of application and registration. The one exception is that the school aims to keep families together. In the event of more than one family being on the waiting list and the school is unable to offer a place to every family, then the places will be allocated accordingly:

1. The number of siblings.
2. The length of time the sibling has been in the school.
3. Historical connections to the school (e.g. children of past pupils).

HPS is a non-selective school with no entrance examination. The high teacher-to-pupil ratio enables intensive support to meet the needs of all children.

Year 3

If Y3 places become available, they are offered in strict accordance with the registration date. There is one exception: if parents already have children in the school, they are given preference. In the event of more than one family being on the waiting list and the school is unable to offer a place to every family, then the places will be allocated accordingly:

1. The number of siblings.
2. The length of time the sibling has been in the school.
3. Historical connections to the school (e.g. children of past pupils).

Occasional Vacancies

If a place becomes available during the academic year, parents whose child is on the waiting list will be contacted to inquire whether they are still interested. Parents are contacted in strict accordance with the date of registration.

Procedures

- Any prospective parent may make an appointment with the headteacher to be shown around the school. The headteacher will then discuss the school's ethos, policies, and procedures and answer any questions.
- Should the parent wish to accept the place, a registration form will be completed and returned to the school along with a £10.00 administration fee. On receipt of the form, the parents will receive an email informing them whether their child has a definite place or is on the waiting list. Several parents complete the registration form without visiting the school, having had the school recommended or having knowledge of the school.
- Approximately eighteen months before their child is due to start school, parents with a definite place are asked whether they wish to take up the definite offer. If they still wish the place, they must complete an agreement form committing them to a term's fees if their decision is changed before their child starts school, and a deposit of £500, refundable when the child leaves year 6. At this point, offers are made to those on the waiting list if places have become available.
- In the summer term, before a child starts school, all reception children are invited to attend a morning in school. While the children spend time in the reception classroom, the head speaks to the parents to discuss the curriculum, school systems and routines.
- Pupils joining the school in year three will be invited to a transitional day. Parents will have the opportunity to speak to the headteacher and form teachers about their concerns.