

## **ADMISSIONS POLICY**

**This policy applies to all pupils at Hereford Cathedral Junior School including those in our EYFS settings.**

### **GENERAL**

Hereford Cathedral Junior School is a co-educational independent school for pupils from ages 3 to 11 (though children can join from the term in which they turn 3). Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. You will get a good idea of our school from our website but we are always very happy to welcome prospective parents and their children to our school on our many open events or, indeed, at another convenient time. Please contact our Admissions team on 01432 363511 or email [admissions@herefordcs.com](mailto:admissions@herefordcs.com) to arrange a visit.

### **AIMS OF THIS POLICY**

The aims of the policy are to ensure that the selection criteria and admission procedures are consistent with the school's charitable purpose and fair to the applicants. Hereford Cathedral School's charitable purpose is to provide a structured and stable environment in which pupils may flourish and develop their full potential in academic, aesthetic, physical and personal terms.

### **THE ENTRY PROCEDURE**

Hereford Cathedral School is a selective school. Our aim is to offer places only to those prospective pupils who demonstrate that they will be able to take full advantage of the education we have to offer and to make a positive contribution towards the life of the school. Places are offered, within the stipulations of this policy, at the discretion of the Head of the Junior School.

The school must feel reasonably sure:

- that we are able to educate and develop the prospective pupil to the best of their potential and in line with general standards achieved by the pupil's peers, so that there is every chance that the pupil will have a happy, fulfilling and successful school career
- that the prospective pupil will not compromise the progress and happiness of the children already at the school

These aims must continue to be met throughout the pupil's time at Hereford Cathedral School.

The usual points of entry are into our Nursery (from the term in which a child turns 3), Reception (from 4 years of age) and Year 3 (from 7 years of age). We also regularly admit pupils into other year groups, and throughout the year, depending on places being available. Please contact the admissions team for details.

### **REGISTRATION**

Parents expressing an interest in the School are sent a pack of details which contains a registration form for Admissions. Parents are welcome and encouraged to visit the school prior to completion of the registration form.

### **THE ADMISSIONS PROCESS**

The aim of the process is to ascertain that HCJS can meet a child's needs and that the child is likely to thrive at the school. We are looking for well-rounded 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, community activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

For those children joining us at the start of Reception, an interview will be arranged for parents and child in the January before their designated September of entry. This interview will take place with the Head of Junior School and offers both parties an opportunity to get to know one another. If successful, an offer letter will then be sent out or a further meeting may be requested before a decision is made.

We require all children intending to join us for Year 1, Year 2 and the start of Year 3, and children joining Reception mid-year to come in for a taster day so that we can assess their needs and abilities within the classroom and observe informal play and social interaction.

We require all children joining the school after the start of Year 3, Year 4, Year 5 or Year 6 to come in for a taster day so that we can assess their needs and abilities within the classroom and observe informal play and social interaction. During this taster day, the pupil will be assessed using CAT4 online standardised testing. This is not an entrance assessment but provides an insight into the current ability of the child and how best the Junior School can provide for their needs. It is also important for children to have an opportunity to get a feel for the school and have the chance to meet other pupils in their year group. It is possible to organise a second taster day if required.

Following taster day(s), the school may, if necessary, ask a child to come in for further, more formal, testing.

For children aged five and above, all offers of places made are subject to the receipt of satisfactory references and/or school report from a child's current school. On occasions when we have limited spaces in a year group, we reserve the right to delay making any offer until later in the academic year or the opportunity to join a waiting list.

## **TRANSFER TO THE HEREFORD CATHEDRAL (SENIOR) SCHOOL**

Whilst a place in the Junior School does not necessarily guarantee a place in the Senior School, generally children who join the Junior School at the start of Year 6 or before are admitted to the Senior School on the recommendation of the Head of the Junior School and without the need to sit the Senior School 11+ Entrance Exam. Such a recommendation is based on the pupil's academic attainment, progress and potential to flourish within the Senior School. It is expected that there will be dialogue between parents and the Junior School at an early stage if it is felt that automatic transfer to the Senior School is unlikely. Such early notice provides parents of such pupils the opportunity to look for alternative schools.

Those children who join Junior School after the start of Year 6 are expected to take the Senior School 11+ Entrance Exam.

## **COMMUNICATION**

In the interest of the child, it is imperative that parents inform us of any factors – social, medical, emotional or academic – that might affect their child’s learning and other school activities before accepting an offer of a place. All information will be treated with confidence and will only be disclosed if that information has a direct bearing on safety or the provision of an appropriate education. We welcome any information and discussion that will help us to provide for children in the best possible way.

### **SPECIAL NEEDS**

We do not discriminate in any way regarding entry. We welcome pupils with special educational needs, providing that our Learning Support Department can offer them the support that they require. We welcome pupils with physical disabilities provided that our site can cope with them. However, we advise parents of children with special educational needs or physical disabilities to discuss their child’s requirements with Hereford Cathedral Junior School before applying. Parents are asked to provide a copy of any Educational Psychologist’s report or relevant medical report. Our Curriculum Policy contains further details which may be of interest to parents of children with an EHC or who have English as an additional Language (EAL).

We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she becomes a pupil at the school.

### **EQUAL TREATMENT**

Our 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.

We are committed to ensuring that admission decisions will be made by a process that is free from any discrimination on the grounds of disability, gender reassignment, race, ethnic or national origin, gender, sexual orientation, religion or belief.

In the case of religious belief, parents should be aware that, whilst we do not select for entry on the basis of religious belief, Hereford Cathedral Junior School has Christian roots. Therefore

- we expect the prospective pupil and parents to adhere to the religious ethos of the school
- there are school services which all pupils are expected to attend.

### **SIBLING POLICY**

Most children with siblings or a family connection at the Senior School go on to join them. However, admission to Hereford Cathedral School is not automatic, and there may be occasions where we judge that a family member is likely to thrive better in a different academic environment.

### **SCHOOL’S CONTRACTUAL TERMS & CONDITIONS**

Copies are on the School’s web site and will be made available to parents as part of the admissions process. Offers will be based upon the reference provided by your child’s current school and the School’s judgement about the pupil’s ability to benefit from the education provided by the School. For pupils currently at Independent Schools we will ask the existing School for confirmation that there are no outstanding fees due.

### **ADMISSIONS REGISTER**

On taking up a place at the school, and in line with the Education (Pupil Registration) (England) Regulations 2006, an entry for each pupil is made in the School’s Admissions Register. The entry is stored in electronic format, but backed up and printed out on a monthly basis. Copies of the

Admissions Register are held at the school for a minimum of 3 years. For each pupil, our admission register contains:

- (i) name in full;
- (ii) sex;
- (iii) name and address of every person known to us to be a parent of the pupil (and an indication of the parent with whom the pupil normally resides and which parents hold parental responsibility as defined by Section 3 Children Act 1989). (We are aware that parents holding parental responsibility, even if not actually caring for the child, have a right to receive relevant information from the school in respect of any pertinent matter affecting the child, unless a court order indicates otherwise.)
- (iv) where a parent notifies the school that a pupil will live at another address, in addition or instead, our admissions register will contain the full name of the parent with whom the pupil will normally live in future and the date from which it is expected the pupil will normally live there (where it is reasonably practical for the school to obtain this information)
- (v) at least one telephone number at which the parent can be contacted in an emergency;
- (vi) day, month and year of birth;
- (vii) day, month and year of admission or re-admission to the school;
- (viii) name and address of the school last attended, if any;
- (ix) the name of any destination school notified by a parent and the first date of attendance, where it is reasonably practical to obtain this information

We include the name of a pupil in the register from the beginning of the first day on which the school has agreed, or has been notified, that the pupil will attend the school.

## **REMOVING AN ENTRY FROM THE ADMISSIONS REGISTER**

We are aware of our obligation to inform the Local Authority where a pupil's name is going to be deleted from the register where:

- the child has been taken out of school to be home educated.
- the family has apparently moved away
- the child has been certified as medically unfit to attend
- the child is in custody for more than four months
- the child has been permanently excluded.

In addition, we are aware of our obligation to inform the local authority when a pupil's name is added or deleted from the admissions register at non-standard transition times. We have agreed with the local authority that we will inform them of children who leave the Junior School except those who transfer to Hereford Cathedral (Senior) School, and also of all children who join the Junior School, at whatever stage. Lucy Debenham, Junior School Registrar, is responsible for liaison with the Local Authority.

It is our practice to inform the Local Authority of additions to the admissions register (at non-standard transition times) within 5 days, and of deletions (at non-standard transition times) as soon as the grounds for deletion are met, and certainly before deleting the child’s name.

We are aware of the fact that a child missing education should be recognised as a potential safeguarding issue, particularly if a child leaves with no known destination.

We will not delete a pupil's name from the admission register on the grounds that he/she has not returned within 10 school days after an authorised absence of 10 school days or more, or after 20 school days unauthorised absence (in both cases, in the absence of illness or other unavoidable cause), unless both the school and the local education authority have jointly made reasonable enquiries (as described in the guidance [Children Missing Education 2016](#)) as to the pupil’s whereabouts and failed.

We are aware that we are obliged to inform the Local Authority when a child or pupil fails to attend school regularly or is absent without leave for more than 10 school days (continuous).

**PUPIL RECORDS**

<b>When pupils is transferring to Hereford Cathedral (Senior) School</b>	<b>When a pupil is leaving Hereford Cathedral School</b>
Files are stored in the Junior school, marked with the pupil’s cohort so as to assist in destruction when the pupil turn 25.	Files are stored in the Junior school, marked with the pupil’s cohort so as to assist in destruction when the pupil turn 25.
Pertinent pupil transfer information is communicated to the Senior School	Pertinent pupil transfer information is communicated to the destination school, on request.
In addition, any safeguarding matters and records are passed to the Senior School DSL by the Junior School DSL. Copies of these records are not kept by the Junior School.	In addition, any safeguarding matters are communicated by the Junior School DSL to the next school’s DSL. It is our policy to ensure that records pertaining to any safeguarding matters need to be retained indefinitely and that these should be stored separately and securely.

This policy reviewed Nov 2016, by SS & CMW with reference to ISI Commentary on the Regulatory Requirements (September 2016), and again in September 2017 by CW with reference to ISI Commentary on the Regulatory Requirements (January 2017) and comments from Governors arising from their review of this policy during the school year 2016/17.

Policy reviewed by CW Jan 18 in the light of advice from ISI RI during RCI inspection of Jan 18. Further minor changes made by CW and LD June 2019, by CW May 2021 and by LHE in Oct 2022, by LHE in July 2023 and in April 2024.

Pupil Records section added by CW (after WS and JS SLT discussions) July 2019.