St Hilda's School
HARPENDEN
Caring, Curious & Confident

ADMISSIONS POLICY

Name of Policy	Admissions Policy
Reviewed by	Dan Sayers Jan Radgman
Review Date	October 2026
Next Review Date	October 2029
To be Read in Conjunction with	
Legislation Referenced	

Unless otherwise stated, all Policies of St Hilda's School apply to the school in its entirety. This comprises all staff and pupils in the Early Years Foundation Stage (EYFS), the Junior School (Key Stage 1) and the Senior School (Key Stage 2).

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1. INTRODUCTION

St Hilda's School is an independent school and Nursery for girls from 2 to 11 years. Although a girls' school, St Hilda's will take a maximum of 4 boys into each of the Pre-Nursery (Puffins) and Nursery (Kittiwakes) classes in any one academic year in order to accommodate sibling requirements. The maximum roll is 175 pupils, there are approximately 22 pupils in each form, with a one form entry per year group. Choosing the right school is a very important decision for any parent. At St Hilda's we believe that a personal visit is invaluable. The school therefore encourages parental visits for a tour of the school and its facilities on normal working days. If appropriate, prospective pupils may also attend. Visits are arranged via the Admissions Officer. The school's website is an invaluable source of information and we strongly encourage prospective parents to view it.

2. THE ENTRY PROCEDURE

St Hilda's School welcomes applications from parents who are interested in their child benefiting from its high standards.

2.1 Pre-Nursery, Nursery, Reception and Form I

- Pupils are admitted to St Hilda's by parental application following a school tour and meeting with the Headmaster.
- Parents are required to complete a Registration Form (available from the website). The prospective pupil's name will be placed on the list of applicants for admission, once the form and the registration fee have been received.
- Pupils are usually admitted to the School at the beginning of a term but under exceptional circumstances can be admitted during a term.
- Candidates are not assessed for entry to the Pre-Nursery or Nursery class, however they will be invited to meet the Head of EYFS prior to the decision of making an offer being made.
- Priority for places in the Nursery, including both the Pre-Nursery (Puffins) and Nursery (Kittiwakes) classes, will be given to girls who will be moving up into the Reception class.
- For entry to Reception or Form I, girls will be invited to spend a day in class, during which the teaching staff will make an informal assessment.
- Offers for Reception places are made in the Autumn Term preceding the year of admission. A non-refundable deposit is requested to secure the place.
- Priority for places in Reception will be given to girls moving up from Nursery.

2.2 Form II – Form VI

- Prospective pupils entering the School in Form II and above are assessed. The aim of the process is to identify potential and to ensure that the addition of a new pupil to the form is in the best interests of both the candidate and the existing cohort. St Hilda's is 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.
- No specific preparation for the entrance assessment is needed.
- All candidates are invited to spend the day at St Hilda's with their prospective form. For pupils wishing to join from January onwards in Form II, candidates will complete an online assessment and are assessed on their competency in literacy and numeracy.
- It is expected that pupils who do not have English as a first language will have reached a satisfactory standard in the entrance assessments. The school is able to offer those children who do not have English

as their first language, but are able to pass the entrance assessment, some support so that they are able to access the curriculum and enjoy success.

The School considers each application individually and reserves the right not to award a place.

There is no right to appeal an admissions decision.

3. SIBLING POLICY

Priority will be given to siblings of current pupils. However, admission is not automatic and there may be occasions where we judge that a sibling is likely to thrive better in a different environment.

St Hilda's will take a maximum of 4 boys into each of the Pre-Nursery (Puffins) and Nursery (Kittiwakes) classes in any one academic year in order to accommodate sibling requirements (the "sibling rule"). Admissions of boys under this sibling rule are limited to the following:

- Younger brothers of older female siblings who are attending St Hilda's at the time of admission of the younger brother, and/or
- Older brothers of younger female siblings once the younger female sibling is also registered for admission to the Nursery setting (Pre-Nursery or Nursery class).

St Hilda's also reserves the right to admit sons of current teaching staff into the Pre-Nursery and Nursery classes.

4. 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.

St Hilda's School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, disability, sexual orientation or social background.

5. SPECIAL NEEDS

The school does not discriminate in any way regarding entry. St Hilda's welcomes pupils with special educational needs, providing that the Learning Support Department can offer the support that is required. We welcome pupils with physical disabilities providing that our site can cater for these effectively. However, parents of children with special educational needs or physical disabilities are advised to discuss their child's requirements with the Headmaster before an assessment so that adequate provision can be made for the pupil. Parents should provide a copy of an Educational Psychologist's report or a medical report to support their request for special arrangements.

We will discuss thoroughly with parents (and their medical advisers as appropriate) the adjustments that can reasonably be made for the child if they become a pupil at the school. Similarly, the School reserves the right to review a girl's progress to the next year group should there be a significant cause for concern.

6. RELIGIOUS BELIEFS

Although St Hilda's School has a Christian ethos, we do not select for entry on the basis of religious belief. The school offers the opportunity for those of other religions to practice their own faiths. St Hilda's welcomes pupils who practice other religions or none.

7. SCHOOL'S CONTRACTUAL TERMS & CONDITIONS

Copies are available from the School Office and will be made available to parents as part of the admissions process.

8. COMPLAINTS

We hope that parents and potential pupils do not have any complaints about the admissions process at St Hilda's School; however, a copy of the school's complaints procedure can be sent on request. Details are also available on the school website.