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# ADMISSIONS POLICY

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Harrogate Ladies' College family of Schools:

Highfield Pre School, Highfield and College

SLT Responsibility: Sarah Bowman

Governor Committee Review: Marketing

Next Review Date: September 2022

**Related Policies:**

- Scholarships Policy
- Bursaries Policy
- SEND Policy

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Since 1893



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This policy applies to the Harrogate Ladies' College Family of Schools – Highfield Pre-School, Highfield Prep School and College - hereafter referred to as "the School".

### **Policy Statement**

The School aims to provide an all-round education for its pupils based on a set of values which enshrine the concept that everything that goes on within the School should be for the benefit of its pupils. The School believes that education is a liberating and life-enhancing experience and it should provide its pupils not just with paper qualifications, which are, of course, important and necessary, but with a use of attitudes and qualities which will prepare them for the world in which they live and work. These values and aims are set out in the documents *Harrogate Ladies' College's Values* and *Harrogate Ladies' College's Aims*.

The School is open to all pupils irrespective of their race, religion, nationality, cultural or linguistic background. While Highfield Pre-School and Highfield Prep School are co-educational, College, the 11-18 secondary section is for girls only.

In every instance, our aim is to admit pupils who will be able to benefit from what the School can offer. The precise nature of the Admissions process varies somewhat in each part of the School and the details are set out in the relevant sections below.

### **Equality, diversity and disability**

The School is inclusive and welcomes applications from candidates with disabilities and special educational needs. However, the School's facilities for children with certain disabilities or special educational needs are limited but the School will do all that is reasonable to comply with its duties and responsibilities under the Equality Act 2010 in order to accommodate the needs of candidates who have disabilities for which, with reasonable adjustments, the School can cater adequately.

If the candidate has any special educational needs, learning difficulties or a disability, parents must notify the School on the registration form and provide full written details, including a copy of all reports prepared by an Educational Psychologist or other appropriate specialist where available. The School needs to be aware of any particular requirements which may affect a child's ability to participate in the admissions procedure and take full advantage of the education provided at the School.

The School shall determine the reasonable adjustments that are required for the candidate based on the information provided, in accordance with the School's obligations under equality legislation as explained above. The School staff will assess the candidate's needs and consult with parents about the adjustments which can reasonably be made to ensure that the admissions procedure is accessible for the candidate and that the School can provide adequately for them should an offer of a place be made.

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## Admissions Policy

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The School welcomes applications from overseas candidates. Admissions of pupils from overseas conform with the requirements of the DfE and, where necessary, of the UK Visas and Immigration (UKVI). Support through the UKVI Points Based Visa System will be provided.. The School must be notified at the registration stage if the candidate requires sponsorship from the School in order to obtain a visa to study at the School.

### **Scholarships and bursaries**

Scholarships are awarded as a result of a competitive assessment procedure and bursaries are considered on an individual, means-tested basis. There is a separate policy on scholarships and bursaries which is available on request and should be consulted by those interested in them.

### **Admissions Enquiries and Registration**

All enquiries about admission to any section of the School or about any aspect of its Admissions' procedures should be directed to the central Admissions Office. You will be provided as quickly as possible with the information you require.

The application for a place at any section of the School must be made by completing the relevant Registration Form which is available on the School's website and on request from the Admissions Office, and returning this in hard or e-copy to the Admissions Office together with payment of the registration fee. The relevant timescales are set out in the procedures below.

### **Admission to Highfield Pre-School, the 2-4 pre-prep section**

Highfield Pre-School provides pre-prep education on a sessional basis, up to full-time pre-prep education for 2-4 year olds.

Entry into Pre-School can take place at any point in the year, subject to the availability of places.

- Before applying for a place, parents are required to arrange, through the central Admissions Office, to come with your child into pre-school to look round and meet the Deputy Head ( EYFS) and some of the staff. At this meeting, it will be possible to discuss any particular issues you might wish to raise with regard to a formal application for a place in pre-school and the Deputy Head (EYFS) will seek from the parent(s) information about the child. We may at this time ask you to provide additional information such as a report from your child's current nursery or pre-school settings. Once we have met with you and received any additional information required, we will confirm whether or not the School will, in principle, be able to make an offer of a place to a child.
- The application for a place should then be made and you will be asked to indicate your preferred start date and the sessions you would like your child to attend.

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## Admissions Policy

- Any offer of a place will be subject to the availability of places. Your child may be added to the waiting list for a place when one becomes available if the School is not able to accommodate the preferred sessions immediately.

Following acceptance of an offer of a place and prior to a child formally starting at Highfield Pre-School, an invitation is sent to parents suggesting a date and time when they might wish to visit and take part in a welcome session with their child. This visit usually lasts an hour but a degree of flexibility is possible depending upon circumstances.

### **Admission to Highfield Prep School, the 4-11 prep department**

Highfield Prep School provides full-time preparatory or primary education for girls and boys aged 4 to 11. It, normally, has two parallel classes running throughout the section, labelled Reception to Prep 6, corresponding to the National Curriculum year groups of Foundation Stage Two to Year 6.

The main point of entry into Highfield is in September, although places may be available at other times. The procedures with regard to admission are the same at whatever time of year parents apply for a place on behalf of their child.

#### **1. Applying for a place in Reception (Foundation Stage 2)**

The Reception classes are for children who turn 5 in the academic year (1 September – 31 August)

- The application for a place should, normally, be made by 30 November in the academic year preceding the year a child seeks to enter a Reception class. (Pupils already attending Highfield Pre-School do not need to make a separate application for Reception).
- Any offer of a place will be made following a meeting between the parents and the Head of Highfield and a visit by the child to Highfield often for a 'Taster Day'. The 'Taster Day' will be used as an opportunity for an unobtrusive observation of the child in order to determine whether:
  - Highfield will be an appropriate environment for the child's age and stage of development;
  - the child's educational needs may be fully met without specialist support of an individual nature (parents will be consulted about any additional support that may be required);
  - the education of the child is compatible with the provision of education of other children in the class.
  - For children transferring from Highfield Pre-School, the 'Taster Day' observations may take place through the normal and regular opportunities that our pre-school children have to experience Highfield.

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## Admissions Policy

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- Where there are more children who meet the admissions requirements wishing to join Reception in Highfield than we have places available, the following criteria will be used in allocating places:
  - children currently attending Highfield Pre-School;
  - children with a sibling in Highfield Prep School or College;
  - the date of registration for a place in Highfield Prep School.

In the Summer Term before entry after an offer place has been accepted, parents and children are invited into School to a welcome session.

### **2. Applying for a place in Prep 1 – Prep 6 (Year 1 to Year 6 in NC terms)**

We accept applications for places into these classes at any time, subject to their availability.

- When registration is complete, you will be contacted to arrange for your child to visit and typically attend a Taster Day at Highfield. During the Taster Day your child will join her/his potential class and take part in the ordinary timetable. This provides an objective measure of achievement which can be compared to that of other children in the class. The class teacher will also complete an assessment based on her/his observations about the child's physical and social attributes. The Head of Highfield will give a brief résumé to a parent when the child is collected at the end of the day. With your permission, we will also request a reference from your child's current school at this point in time
- After the Taster Day/Visit, a place will be formally offered to a child if he/she meets the admissions requirements and if space is available.
- Where there are more children who meet the admissions requirements wishing to join a Highfield year group than we have places available, the following criteria will be used in allocating places:
  - children with a sibling in Highfield Pre-School, Highfield Prep School or College;
  - the date of registration for a place in Highfield Prep School.

### **Admission to College, the girls' only 11-18 section**

College provides full-time education to girls only aged 11 to 18. It normally has a two form entry, which, normally, becomes three forms in Upper Four (Year 9 in NC terms). After Upper Four most teaching is either in sets or in option groups. It prepares pupils for GCSE examinations and, subsequently in the Sixth Form, A'level examinations.

The main points of entry into College are in September at 11+, 13+, 14+ and 16+, although girls are admitted at other times in the school year and into other year groups, when circumstances, such as

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## Admissions Policy

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a family relocation or a need to move schools, make this necessary, subject to the availability of places.

Admission at every level is dependent on some form of testing or assessment. The precise nature of this depends on the age of the girl applying. Testing is largely diagnostic rather than selective, allowing Heads of Year and Heads of Department to guide girls into suitable programmes of study. This is particularly true for those embarking on GCSE and A level courses. As at every other stage in the School, our main criterion for admission is whether we believe that a pupil will benefit from what the School can offer her.

College runs open days and individual taster days during the year to allow girls and their parents to sample a flavour of the school in its working environment and to allow girls a taste of the curriculum and the staff who teach and support it. Open Days are advertised on our website and in the local press.

### **3. Applying for a place in Upper Three (Year 7)**

Upper Three is for girls who turn 12 in the academic year (1 September – 31 August)

- The application for a place should be made by the beginning of December in the year in which a girl seeks to join Upper Three in the following September.
- Candidates are invited to take the 11+ Entrance Test around the middle of January. If necessary, if you live abroad or at some distance from the School, arrangements can be made for the test to be taken at the candidate's present school. The test consists of either a verbal or a non-verbal reasoning paper, an English language paper (comprising a comprehension exercise and a piece of extended writing) and a Mathematics paper (based on National Curriculum KS2 Mathematics). Candidates will also be interviewed by a senior member of staff. A reference from an applicant's current school will be sought.
- Girls for whom English is not their first language are required to take a language skills test to determine whether their English is adequate to follow a course of study at the School where the curriculum is delivered in English.
- At the same time that an application for a place is made, parents can also apply for their daughter(s) to sit for a Scholarship.

Any offer of a place will be made in late January or early February.

- The School will accept applications for a place in Upper Three after the deadline at the beginning of December subject to availability
- Where it is not possible to take the 11+ Entrance Test in January, arrangements will be made for the test to be taken on an alternative day. The testing requirements and procedures will be the same as for the January applications.

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## Admissions Policy

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- Following the test, girls and their parents will be invited to return for an interview with a senior member of staff or the Principal if they have not already met.
- Any offer of a place will be made as soon as possible after the completion of tests, receipt of reports and attendance for interview, as required.

In the Summer Term before entry after an offer place has been accepted, girls are invited into School to a welcome session.

### **4. Applying for a place in a year group between Lower Four (Year 8) and Upper Five (Year 11)**

- The School accepts registrations for places in other year groups, subject to the availability of places. (You should note that it is not always easy moving schools between Lower and Upper Five (Years 10 and 11), half way through GCSE courses, but the School will treat any request to move at that stage as sympathetically as it can.)
- Following registration, arrangements will be made for a girl to take an Entrance Test. If necessary, if you live abroad or at some distance from the School, arrangements can be made for the test to be taken at your daughter's present school. The test consists of an English language paper at the appropriate level (comprising a comprehension exercise and a piece of extended writing) and a Mathematics paper at the appropriate level. Reports and a reference from an applicant's current school will be sought.
- Girls whom English is not their first language are required to take a language skills test in order to determine whether their English is adequate to follow a course of study at the School where the curriculum is delivered in English. They also take a test in Mathematics.
- Following the test, girls will be invited to return for an interview with a senior member of staff. Girls and parents who have not already met the Principal will be invited to do so at this stage in person or via Zoom/Skype.
- Any offer of a place will be made as soon as possible after the completion of tests, receipt of reports and attendance for interview, as required.

In the Summer Term before admission after an offer place has been accepted, girls are invited into School to a welcome session.

### **5. Applying for a place in the Sixth Form**

- Decisions about offering places in the Sixth Form are made on the basis of predicted GCSE grades, a reference from a girl's present school, and completion of Maths and English entrance tests. Applicants will also be required to attend for interview in person or via Zoom/Skype.

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## Admissions Policy

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- Offers of places in the Sixth Form are always conditional on actual GCSE grades or some other form of qualifying examination where that is appropriate. Formal offers of places will be made as soon as possible after the receipt of reports and attendance for interview, as required.

### Interviews

The interview for entry at any stage is only one of a number of the selection criteria.

The aim of the interview will be to explore the academic capabilities of the candidate, his/her interests, attitude to school, personal qualities, ability to contribute to the school community and relevant connection with the School. The style of the interview is intended to be informal.

### Other Points

- The School is always very happy for girls who are thinking of applying for a place to spend the day in School with their own year groups, attending lessons and 'tasting' a little of life at Harrogate Ladies' College. **Girls applying for boarding places may stay overnight as part of the 'taster' experience.**

**All Admissions are ultimately at the discretion of the Principal.**