



## **Admissions Policy**

### **Introduction**

Heritage is a co-educational, independent day school for pupils aged 4 to 16. Trustees are responsible for admissions and the operation of this policy.

The aims of this policy are:

- To ensure compliance with the school's stated aims and core values;
- To identify families who share the educational values and embrace the ethos of the school;
- To identify pupils who have the potential to contribute to the school community and benefit from the opportunities that Heritage School offers;
- To ensure that all applicants to the school are treated fairly.

Heritage welcomes children from all backgrounds. It is contrary to the Christian ethos of the school to discriminate against prospective pupils on any grounds.

Selection criteria are reviewed from time to time by Trustees.

### **Admissions Process**

The process for admission to Heritage will ordinarily be as follows:

1. Prospective parents visit Heritage for an Open Morning to help them assess the suitability of the school for their child, and/or,
2. If a place is available immediately, prospective parents come for a tour and a meeting with the Headmaster, with their child(ren) attending if possible. It is possible to organise an online meeting with the Headmaster. While it is desirable for prospective parents to come for an Open Morning prior to a tour, it is not essential and we recognise that it is not always practical to do so. The purpose of meeting with the Headmaster is primarily to help prospective parents evaluate the suitability of Heritage for their child, including selection criteria. It also helps the Headmaster to learn more about a prospective pupil. Parents of applicants with special educational needs or disabilities (see below), or other academic or behavioural issues of which the parents are aware, should make these clear at this time to the Headmaster. Wherever possible, full written details, including copies of reports prepared by educational psychologists, should be made available to the Headmaster.
3. If a place is not immediately available, parents are invited to Register and join the Waiting List by completing the Registration Form and paying the Registration Fee. When Registering, parents are required to send a copy of their child's most recent school report. The Admissions Officer will contact parents when a space becomes available to arrange a school tour and meeting with the Headmaster.
4. If a place is available, parents are invited to bring their child for an Assessment. Prior to the Assessment parents must complete (or update) their Registration Form and pay the Registration Fee (if not already paid) and Assessment Fee.
5. The Admissions Officer will contact your child's current school and request a Confidential Reference. Please note that some schools apply a charge for completing a reference; where this is the case it is the responsibility of parents to pay this fee directly to their child's school or to Heritage School if Heritage School is invoiced for the fee.

6. Prior to the Assessment, and depending on the length of time since Registering, parents might be expected to provide a copy of their child's most recent school report and complete an updated Registration Form.
7. Assessment Visits will be in one of five forms:
  - a. Lower Prep (Reception) entry: the prospective pupil will be invited to attend a group assessment, lasting approximately 1 hour, usually with two or three other pupils. Staff will evaluate broad developmental indicators only; no prior knowledge of maths or phonics is expected.
  - b. Upper Prep (Year 1) or mid-year Lower Prep (Reception) entry: the prospective pupil will be invited to attend an in-class assessment lasting approximately 1.5 hours. The class teacher, with support from an assistant, will evaluate the pupil in the context of normal lessons.
  - c. Mid-year Upper Prep (Year 1) entry: the prospective pupil will be invited to attend an in-class assessment lasting up to half a day. The class teacher, with support from an assistant, will evaluate the pupil in the context of normal lessons. He/she will also be removed from lessons for 15 - 20 minutes for a short maths assessment.
  - d. Year 2+ entry: the prospective pupil will be invited to a full school day at Heritage, to join and participate in normal lessons. Up to 1.5 hours will be spent separate from the class to sit standardised tests and complete a short piece of writing.
  - e. Year 7 entry: prospective pupils will be invited to attend Heritage School on a Saturday morning for up to three hours. They will sit standardised tests and complete a short piece of writing.
8. Further to the Assessment Visit, Heritage will contact the parents of the pupil to confirm the offer of a place or explain why a place cannot be offered.
9. Parents will be sent an offer letter and the School's Terms and Conditions, alongside the Acceptance Form (via Docusign). A Direct Debit mandate will then be emailed to parents for completion, and the non-refundable Acceptance Fee will be collected.
10. Only when the Acceptance Form and Acceptance Fee are received will that child's place be secured. If no response to the offer of a place has been received by the date specified within the offer letter, the School will assume that the offer has been declined and the place may be offered to another applicant.
11. The Acceptance Fee covers the administration of enrolling a pupil at Heritage School. Once paid, the Acceptance Fee is not refundable and it is not deducted from school fees.
12. Prior to a September entry, fees will be calculated termly and invoiced on 1 August. Fees will be collected by Direct Debit each month from August to July of each academic year on the 10th of each month.
13. For mid-year entry, fees are calculated pro-rata for the remainder of the current term, plus the remaining terms of the academic year. These fees are invoiced on or prior to the child's first day, and fees collected monthly over the remaining months until July of that academic year on the 10th of each month.
14. Heritage will keep a confidential Admissions Record of each applicant, which will become part of their main school file if the pupil accepts a place at Heritage School.

### **Re-Admission to Year 7 for existing Heritage Year 6 Pupils**

1. Places in Year 7 for existing Heritage pupils in Year 6 will ordinarily be offered early in the Autumn Term. Parents will be sent an email with a link (using Docusign) to a Re-Acceptance Form.
2. The deadline for receipt of the Re-Acceptance Form and Re-Acceptance Fee for a Year 7 place is 12 noon on 1st March. If 1st March falls on a non-working day, the deadline will be 12 noon on the next working day following 1st March. If the place in Year 7 has not been

accepted by this date, the School will assume that the offer has been declined and the place may be offered to another applicant.

3. The first term of Year 7 fees will be reduced by a sum equal to the Re-Acceptance Fee for existing Heritage pupils as long as the pupil continues and takes up the place as expected. The reduction will not apply if fees in lieu of notice are due; in which case the full term's fees will be charged and the re-acceptance fee will be forfeited.
4. The school reserves the right not to offer an existing Year 6 pupil a place in the Senior School if, for example, the pupil's behaviour has been persistently inappropriate, or if we have reason to believe that the pupil will be unable to access sufficiently our Senior School curriculum. A decision not to offer a place to an existing Year 6 pupil will ordinarily be made early in the Autumn Term of Year 6.

### **Entry Points**

1. The usual entry point is at age 4 into Lower Prep (Reception), although pupils may be accepted at other points if places are available. In particular, a small number of places usually become available for Year 7 entry.
2. For the purposes of determining a child's year group, an applicant's age is calculated according to a child's age on the 1st of September, as is the custom in the UK. However, Heritage does not rigidly apply the 1st September watershed for determining the most suitable year group. Parents are invited to discuss this with the Headmaster if appropriate.

### **Relinquishing a Place**

1. For September entry, parents are liable for a full term's fees should they relinquish their child's place after the first day of the Summer Term prior to entry.
2. Should parents wish to withdraw their child from Heritage, at any point they will be expected to pay the following term's fees unless a full term's notice has been given in writing (email is sufficient).

### **Selection Criteria**

1. In order to attend Heritage School an applicant must be able to access mainstream classroom teaching and be able to work at an average or above average level academically.
2. Academic levels are evaluated on the basis of the child's most recent school report, a Confidential Reference Form from a pupil's current school (if the child is of school age) and the assessments undertaken by Heritage School.
3. The following factors are considered during the admissions process for both external candidates and Heritage Year 6 pupils:
  - a. The applicant is of appropriate age and sufficient maturity.
  - b. The applicant demonstrates satisfactory academic attainment.
  - c. The applicant demonstrates positive attitudes to learning and a high standard of behaviour.
  - d. The parents of the applicant are supportive of Heritage's educational values and Christian ethos.
  - e. Heritage is able to provide adequately for any special needs that the applicant may have.
  - f. Heritage, having made reasonable adjustments, has the capacity to cope with any disability the applicant may have.
4. In the case where an application is unsuccessful, Heritage is not obliged to state or explain its reasons.

### **Special Educational Needs and Disability**

1. Heritage School is able to provide some extra support for pupils with specific special educational needs, assuming a pupil is still able to satisfy the selection criteria.

- Heritage provides a high level of teaching assistant support in the Infant School and a tapering level of teaching assistant support in the Junior School. From the upper Junior School years it is expected that pupils will have sufficiently strong core skills to be able to access mainstream classroom teaching without support from a teaching assistant.
- If a pupil needs 1-1 support beyond what the classroom teacher and teaching assistants are able to offer, parents will be expected to pay for 1-1 support outside of school hours. Under certain circumstances, it may be possible for Heritage staff to provide extra paid-for support during school hours.
- Parents of an applicant who has special educational needs and/or a disability are expected to disclose these needs fully to the Headmaster during their initial conversation and, where reports exist, provide the Headmaster with full written details. Where possible, this information should be sent to the school prior to a tour and meeting with the Headmaster. Heritage will use this information to assess the applicant's needs and evaluate whether the school can provide adequately for the applicant.
- Due to
- the nature of its facilities, Heritage has limited capacity to make adjustments for disabled pupils, but will do all that it reasonably can to comply with its responsibilities under the Special Educational Needs and Disability Act 2001.

### **Bursaries**

- Bursary application forms can be requested from the School Office.
- Bursaries are means tested. Parents or guardians will be required to provide detailed financial information and may be interviewed by members of the Bursary Committee.
- The award of a bursary will be subject to annual review.
- The award of a bursary will be entirely at the discretion of the Bursary Committee.

### **International Student applications**

- Heritage is not licensed to sponsor migrant students under the Student and Child Student routes.
- It is the responsibility of the parents of foreign national children to check that their children have a right under their [UK entry conditions](#) to study at a school in England **before** applying for a place.

### **Admissions Charges (per pupil)**

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|--------------------------------------------------------------------------------------------------------------------------------------------|------|
| Registration Fee<br>(includes entry on the waiting list if a place is not immediately available)                                           | £30  |
| Assessment Fee                                                                                                                             | £120 |
| Acceptance Fee (to be collected by Direct Debit)                                                                                           | £450 |
| Re-Acceptance Fee (for current Year 6 Heritage pupils who are remaining in Year 7).<br>The Re-Acceptance Fee is deducted from Year 7 Fees. | £450 |

NB Admissions charges are reviewed regularly and subject to change at any time without notice. Ordinarily, price increases are expected from 1 August of each year.

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| Authorised by | Jason Fletcher |
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