



Handcross, Haywards Heath, West Sussex, RH17 6HF

Telephone: 01444 400526
Fax: 01444 400527
Email: info@handxpark.com
www.handcrossparkschool.co.uk

Headmaster
Warren J Hilton B.A. Cert. Ed; IAPS

ADMISSIONS POLICY

GENERAL

Handcross Park is a co-educational independent school for pupils from ages 2 to 13. The school has approximately 270 pupils, of whom around 30 are weekly or flexi boarders.

THE ENTRY PROCEDURE

Handcross Park School is a non-selective school. Although we reserve the right to ask your child to take some very short tests, often completed on a computer, this is to ensure that they are placed in the correct form. The usual points of entry are at Nursery age [approximately 2 years] please see Appendix 1, Reception age [approximately 4 years], or Year 3 [approximately 7 years]. We may also occasionally have places at other ages. Please contact the Director of Admissions and Marketing for details. Applicants for admission should register by June of the year preceding the desired year of admission, although we are happy to accept later applications depending on circumstances. (The registration form is included with this document).

EQUAL TREATMENT

Our aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our school community and is vital in preparing our pupils for today's world. Bursaries may be offered in order to make it feasible for as many as possible who meet the school's admission criteria to attend the school. Handcross Park School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background. Our provision for bursaries is described below.

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 school 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 the Admissions and Marketing Director before he or she comes for a visit so that we can make adequate provision for him/her. Parents should provide a copy of an Educational Psychologist's report or a medical report, if available, at this time. 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.



SIBLING POLICY

Most siblings join us automatically at Handcross Park. However, there may be occasions where we judge that a sibling is likely to thrive better in a different academic environment.

BURSARIES

Our bursary programme is generous and is designed to make it possible for as many as possible to take up a place here. We offer means tested awards annually to entrants at the usual points of entry, where the parents have indicated on the registration form that they require financial support. Bursaries are means-tested in accordance with the criteria available from the Bursar. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need; but can extend to 100% in very exceptional cases of proven need.

Bursaries are usually offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the school. Levels of support may vary with fluctuations in income
Our Bursary Policy can be obtained from the Bursar.

FLUENCY IN ENGLISH

In order to cope with the academic and social demands of our School, it is helpful if pupils are fluent English speakers. However, we have and will continue to accept children with limited English and if required tuition in English as an Additional Language (EAL) can be arranged at the parent's expense.

RELIGIOUS BELIEFS

Although Handcross Park School has Christian roots, we do not select for entry on the basis of religious belief, and we can offer the opportunity for children of other faiths to practise their own religion. However, parents should be aware that there is a compulsory morning Chapel service, and that all pupils are expected to attend. It is not necessary for pupils to participate in the service but we do request that they show respect during the service.

SCHOLARSHIPS

Scholarships may be awarded at the Headmaster's discretion.

SCHOOL'S CONTRACTUAL TERMS & CONDITIONS

Copies will be made available to parents as part of the admissions process.

COMPLAINTS

We hope that you and your child do not have any complaints about our admissions process; but copies of the School's complaints procedure can be sent to you on request or are available on the School's website.

Appendix 1

Admissions Policy for Children entering Handcross Park School at the Early Years Foundation Stage

One of the main aims of our nursery is to prepare children for their later learning at Handcross Park School and so we give priority for places and sessions to children who are intending to complete their education by progressing through the school to 13 years. Our Early Years provision marks the beginning of your child's journey through Handcross Park School. Children will gain a foundation in our methods, routines and ethos to prepare them for moving through the school. When there is increased demand, we want parents who have committed to the school long term to benefit most from our provision and this is reflected in our admissions policy. To ensure that this policy is operated fairly we ask parents to confirm their intention to educate their child at our school beyond Nursery.

We feel that it is beneficial to children, when settling into the Handcross Park School ethos, to attend at least 2 morning sessions in Little Owls and 4 morning sessions in Wise Owls. This enables children to take full advantage of all that we offer, ensure they have a broad and balanced curriculum and is appropriate to most children's age and stage of development.

We do our best to accommodate parental requests for sessions but the number of lunch places is limited with priority being given to Wise Owls. For children whose parents claim the free entitlement this can only be used for the first 2.5 hours of the morning session (from 8.30 am – 11.00 a.m), with fees charged for the remaining part of the morning. We only accept one 'free entitlement' per child per day.

We take into consideration the following when allocating places:

- Children whose parents have committed to going through the school
- Children who have siblings in the Prep or Pre-Prep
- Children who attend for 5 full days
- Children staying for recommended number of morning sessions (4 sessions) including lunch plus some afternoon sessions
- Children staying for the recommended number of morning sessions (4 sessions) who are booked for lunch on these days
- Children staying for the recommended number of morning sessions without lunch
- Children staying for less than the number of recommended sessions
- Children attending for afternoon sessions only

The higher priority your child has, the more likely it is we can meet your requests for sessions. Conversely those with lower priority may be less likely to have their exact requests accommodated when there is a high demand for places. Those with lower priority could have their sessions reviewed on a termly basis.