



HYLAND HOUSE SCHOOL

ADMISSIONS POLICY

Ratified by governors Sep 2023

Review date: Sep 2024

Collective Worship Policy

1. INTRODUCTION

1. INTRODUCTION

1.1 Hyland House School is an independent school maintained by the Seventh-day Adventist Church to serve the whole community. It provides Christian education for children between the ages of 2 and 11.

1.2 Our governing body is responsible for all decisions about admissions and applies the regulations on admissions fairly and equally to all those who wish to attend the school.

2. AIMS

2.1 We provide high quality education, in a safe and nurturing environment, guided by Christian values. Pupils are encouraged to achieve excellence. We do the very best for every child so they achieve their full potential.

2.2 We are an inclusive school, welcoming children from all backgrounds and abilities, provided we are able to meet their needs.

3. APPLICATION PROCESS

3.1 At Hyland House School we are happy to welcome new pupils at any time throughout the school year.

3.2. Parents should apply directly to the school for a place by completing the application form which is included in the school's prospectus. The prospectus is available online and from the school office. Completed forms should be returned directly to the school. There is a £25.00 administration fee which is non-refundable. The payment of the administration fee does not guarantee acceptance to the school. On receiving the completed application form, parents will be invited to an interview with their child.

3.3 Following a successful interview, parents will be invited to complete appropriate paperwork and a date will be mutually agreed for the child to start school. Parents will also be given an information pack. Payment of school fees is required in advance at the beginning of each term. (Parents may request to make payments monthly in advance). In addition to the payment of fees, we require a 50% deposit of a term's fee when you come to register your child/children.

3.4 When a child leaves Hyland House the deposit will be returned providing invoices are paid and a term's notice has been given.

4. ADMISSION CRITERIA

4.1 School places will be allocated to children using the following criteria:

- a. Children who are regular attendees of the Seventh-day Adventist Church.
- b. Children who have a sibling in the school or have siblings who attended the school.
- c. Children who intend to continue through the school after their nursery year.
- d. Children who do not meet the above criteria.

5. ADMISSION APPEALS

5.1 If parents wish to appeal against a decision to refuse entry, they can do so by applying to the school's governing body. The decision of the governing body will be final.

6. MONITORING AND REVIEW

6.1 This policy will be reviewed every three years or earlier if deemed necessary.