
HANFORD

Admissions policy



Revision Number	Review Date	Date of next review	Amendments	Amended By
1	Sept 2017	Sept 2019	None	SLT, Registrar
2				
3				
4				
5				

Implemented by:	Signed:	Date:
Position: Registrar		

Admissions Policy

1. INTRODUCTION

Hanford is a boarding and day school for girls aged 7 to 13. It has a genuine, relaxed family atmosphere. Parents are informed about the ethos, aims and organisation of the school through the prospectus, the website www.hanfordschool.co.uk, but most of all through a tour of Hanford.

2. AIMS OF THE SCHOOL

The aims of the school, as set out in the website are:

- **Fulfilling Potential** - To recognise the breadth of academic capabilities and requirements and enable each girl to do the very best that she can.
- **Nurturing Talent** - To provide the opportunity, encouragement and support for each girl to pursue and expand her interests both within and beyond the classroom.
- **Valuing Individuality** - To recognize that each girl develops at her own speed, with her own interests, abilities and needs; and to maintain the flexibility to respond accordingly.
- **Encouraging Respect** - To help the girls to look beyond themselves, to learn about living with others, being part of a wider group and taking care of each other's needs.
- **Cherishing Childhood** - To provide the time, the opportunity and the environment for free play.

3. SCHOOL VISIT

Prospective parents are most welcome to visit throughout the year. This provides them with the opportunity to meet the Headmaster, staff and, most importantly, the girls and also to see the school on a normal day. We also hold occasional Open Mornings. Details of these can be found on the website. Open Mornings give a taste of Hanford life and include tours of the school, an opportunity to watch various displays (typically including gym, dancing, riding, drama and a concert) and to mingle with current parents, members of staff and girls.

4. PROSPECTUS

Prospective parents may request a prospectus by:

- contacting us, either by telephone (+44 (0)1258 860219) or by email (office@hanfordschool.co.uk)
or
- by completing and submitting the online enquiry form.

5. CONTACT WITH CURRENT PARENTS

The Headmaster can put prospective parents in touch with current parents who would willingly help to provide information to help guide them through the all-important decision-making process.

6. ENTRY PROCEDURE

- The **Headmaster** supervises the admissions procedure.
- Girls may be admitted to the school **at any time** in any year and may be of any age with entirely different standards of previous schooling and with varying abilities and requirements.
- The preconditions for admission are that:
 - The parents and daughter are sympathetic to the Christian ethos of the School.
 - The applicant is of the appropriate age and sufficient maturity.
 - The applicant has the ability to access the full curriculum.
 - Hanford is able to provide adequately for any learning difficulties, disabilities and other special needs (if any) the applicant may have.
 - The current school reports satisfactory attitudes and conduct on the part of parents and applicant.
 - Fees (if applicable) at the current school have been paid.
- We operate a **non-selective entry procedure including academic performance** but copies of previous school reports are required.
- When parents wish to place their daughter's name on the Entry List, they should complete and return the Registration Form, which must be accompanied by a non-refundable **registration fee**. The Registration Form can be found in the prospectus folder, online or through the School Office.
- **Formal offers** of places are made to girls within the year before the date of arrival.
- We recommend that prospective pupils join us for a **taster day** on a day that is convenient for prospective parents.
- If a parent chooses to accept a place, a **deposit** and written acceptance of the school's Terms and Conditions are required. The deposit is refundable without interest at the conclusion of the girl's final term at Hanford.
- A confidential form of Admissions Record will be completed for each applicant.

7. EQUAL TREATMENT

Hanford is committed to equal treatment for all, regardless of the applicant's skin colour, race, nationality or ethnic or national origin, religion, area of residence or socioeconomic group.

8. LEARNING SUPPORT AND SPECIAL NEEDS

We accept girls with special needs or disabilities, providing Hanford can offer them the support they require.

Where applicants have some form of disability, learning difficulty or other special educational need, parents must inform the school, in writing, when making an application for a place at the

school. Copies of any educational psychologists' reports or medical reports must be made available at the time of registration. Prospective pupils may be asked to have a brief assessment to ensure that we can offer the appropriate level of support at Hanford.

The school will discuss with the prospective parents about any possible adjustments which can be made to ensure that the school can cater adequately for their daughter. However, the school has limited facilities for the disabled, but will do all that is reasonable to meet its responsibilities as outlined in the *Special Educational Needs and Disability Act, 2001*.

9. SIBLING POLICY

Hanford welcomes sisters - and offers discounts for siblings. Admission (through the process outlined) is not automatic, however, and there may be occasions where we judge that a sister is more likely to thrive in a different academic environment.

10. OVERSEAS APPLICANTS

Non EU pupils require visas as directed by the Tier 4 UK Border Control Agency. Hanford is a licensed member. A reasonable level of English is essential in helping girls settle into Hanford academically and socially; additional support in English as an Additional Language is offered to all girls.

11. BURSARIES

A limited number of means-tested bursaries may be available. The bursary policy and an application form can be obtained from the School Office.

12. SCHOOL'S CONTRACTUAL TERMS AND CONDITIONS

Should you wish to withdraw your daughter from Hanford a full term's notice is required. Fees must be paid on or before the first day of each term. Fees for optional extra activities are charged in arrears on a termly basis.

13. COMPLAINTS

Should you have a complaint about the admissions procedure please contact the Headmaster who will provide you with a copy of the Complaints Policy at your request.

14. MONITORING AND REVIEW

The policy will be reviewed annually, or earlier if necessary.