



ADMISSIONS POLICY

Introduction

Hamilton College is a co-educational, non-denominational, Christian, Independent Day School. It comprises a Nursery, and a Junior and Senior School. We accept applications from children and young people aged from 2 to 18 years of age. We have a strong and supportive Christian ethos exemplified by the values of:

GRACE • CONFIDENCE • WISDOM

INNOVATION • COMPASSION • REFLECTION

We aim to ensure that all the children and young people in the school enjoy a holistic educational experience in a positive, safe and nurturing educational and social environment so that the learning needs of all pupils or prospective pupils can be met.

Hamilton College welcomes applications for admission from all sectors of society and is non-discriminatory in line with the Equality Act 2010 and our Accessibility Strategy (available from the school).

Pupils from many faiths, cultures, races and family backgrounds are represented in the school and we seek to be proactive in promoting inclusion and equality to allow all the pupils to achieve the best possible outcomes and achievements.

We ensure that children and young people with protected characteristics or those with additional support needs and/or their families, are treated fairly in the admissions process. In our approach, we will take reasonable steps to avoid putting the children and young people and/or their families at a substantial disadvantage in matters of admission.

We are fully committed to ensuring that pupils are safe, nurtured, healthy, achieving, active, respected, responsible and included (Getting it Right for Every Child, GIRFEC, 2009) and this is defined in our Safeguarding & Child Protection Policy.

Application

To proceed with an application for enrolment at Hamilton College, an application (available through the Admissions and Relationship Manager or office) should be completed and forwarded to the Admissions and Relationship Manager along with the appropriate fee.

Admissions and Relationship Manager

After initial contact with Hamilton College, the Admissions and Relationship Manager will become the point of contact throughout the Admissions Process.

Tour

Tours to Hamilton College can be arranged by the Admissions and Relationship Manager throughout the year, and visiting families are welcomed with a tour and the Headteacher or a member of the Senior Leadership Team. Open Days are arranged throughout the year and publicised via the website.

Criteria for Entry to Hamilton College

Admission to Hamilton College's Junior or Senior School is by entrance assessment, interview and review of the applicant's current and previous school reference and reports and other information as requested by Hamilton College. The references, reports and other information being referred to as "**Pupil Information.**"

Admission to Hamilton College cannot be progressed without the school receiving the appropriate Pupil Information. We advise that this information is provided early in the Admissions Process to avoid any delays.

Every effort is made to ensure that our approach is supportive, welcoming and is an enjoyable experience for all applicants and their families. Where a child or young person has an additional support need, reasonable adjustments will be put in place to allow the child or young person the best possible chance of success. An opportunity to discuss ASN will be provided prior to the entrance assessment.

Admission is based on a satisfactory review by the Senior Leadership Team, of the following:

- The Pupil Information (see above) which includes school reports and reference
- The Pupil's performance at the Entrance Assessment
- Interview with Senior Leadership Member of Staff
- Classroom Observation where applicable
- Available class/year group places
- Stage and time of entry
- Satisfactory I.D. checks

Decisions on offer of place will consider all of the above information and will be at the discretion of the Headteacher.

In order to assess a child or young person fairly, the completion of a signed declaration is required by all parents/carers of the prospective pupil which informs the school of any known additional support needs and/or disability the child or young person may have, with accompanying documentation relating to any prior assessments undertaken. (This should include copies of current and previous specialist reports relating to the pupil or young person e.g. learning support, educational psychologist and/or details of involvement with other appropriate agencies.)

Entry to the Senior School where a pupil has commenced SQA courses is not usually permitted. The school reserves the right to consider a pupil repeating a year to allow full completion of SQA curriculum.

If a pupil has left Hamilton College and chooses to return within 12 months, the entrance assessment may not be required, however it is at the discretion of the Headteacher. We will require school reports, pupil reference and £100 registration fee for all pupils returning to Hamilton College regardless of the length of absence.

Assessment

Nursery

Children aged 2, 3 or 4 years of age are accepted into our Nursery following a successful interview with the child and his/her parent and the Nursery Manager and/or Head of Junior School and Nursery.

Decisions on admission to the Nursery are the responsibility of the Nursery Manager and/or the Head of Junior School and Nursery.

Entry from Hamilton College Nursery to Junior 1 is not automatic or guaranteed. Please see below for J1 entry.

Junior School

J1

All children applying for entry to J1 will undertake an age-appropriate entrance assessment.

The assessment will include communication, gross motor and orientation skills, fine motor and cognitive skills, and social skills.

The Headteacher may consider a further assessment later in the term before a final decision is taken with regard to entry into the school for J1.

J2-J7

The Entrance Assessment includes an assessment in numeracy, literacy and a writing assignment.

Senior School

S1-S3 pupils

The Entrance Assessment includes an assessment in mathematics, spelling, reading, cognitive ability and a writing assessment.

S5-S6 pupils

Entry to the Senior School where a pupil has commenced SQA courses is usually not permitted (i.e. post October Holiday S3, any time in S4, and post September weekend S5/S6). The school reserves the right to consider a pupil repeating a year to allow full completion of SQA curriculum. In this event, the Entry Assessment will include the standard online assessment (see entrance assessment for S3) and a piece of writing. Entry for S5/6 is based on school reports, reference and an interview with a member of the Senior Leadership Team.

Transition Days

The School has Transition Days in the summer term for new pupils to allow them to familiarise themselves with the school, meet their new teachers and classmates. Part of this will include an information evening for parents.

Offer of a place

At all stages, prospective pupils are offered a place on the basis of the entrance criteria. In addition, offers of place at all stages are at the discretion of the Headteacher.

In the event of the number of pupils achieving a satisfactory standard on the entrance criteria being more than the number of places available, a waiting list will be established, and families will be contacted should a place become available. Places will be offered on the standard of entrance criteria. If the offer is not accepted within the timescale stated, the offer will lapse.

Appeals

Appeals on a decision to Offer a Place can be made to the Chair of the Board via the Headteacher's PA, Lorraine Logan at llogan@hamiltoncollege.co.uk.

After Admission

The staff of Hamilton College and its Board of Governors recognise their responsibilities and duties under the Equality Act 2010 to provide access to appropriate educational provision for all pupils including those with protected characteristics and their parents, and this is reflected in this policy for admissions.

Pupils of all faiths, cultures, races and family backgrounds and those who have disabilities and/or an additional support need will be welcomed into the school, and this is reflected in our Accessibility Policy.

Contract

On acceptance of an Offer of Place, a contract will be issued. Contracts must be returned by the stated timescale together with accompanying documentation required, including Fee and Direct Debit Mandate. Parents of prospective pupils to the school may be required to satisfy the Finance Manager that they are in a position to pay the fees for Hamilton College. Current fee levels are available on the school website and reviewed annually.

In order to provide a holistic and positive experience, it is expected that all pupils admitted to the school will participate in the full range of curriculum subjects and school activities, in line with National Guidance, the Curriculum for Excellence and School Policy.

Pupil Support (Learning)

In Hamilton College, we have a team of Pupil Support (Learning) teachers to assist pupils to access the curriculum and school activities. The team provides various forms of additional support focusing on early intervention. These teachers are available to meet and discuss concerns with pupils and their parents, both at the entrance assessments and throughout the admissions process.

Any pupil accepted for admission into the school who has a disability and/or additional support need will be offered additional support, taking account of any specialist's reports or other relevant information pertaining the child or family. This could include a range of planned interventions including additional support within the classroom environment, adaptation of the curriculum and/or group and individual support where it is deemed appropriate.

Parents are required to share any specialist reports or information prior and after the completion of the admissions process so that appropriate assessment and the best provision can be made for the child or young person.

Bursary Scheme

To foster our commitment to wider access, the Board of Governors offers financial assistance to families through Hamilton College's Bursary Scheme which will allow pupils with potential to experience the distinctive, caring Christian ethos of the school. Bursaries come in the form of fees assistance. Successful bursary applications are reviewed annually.

Bursary applications must be made within the timescales as detailed on the school website. Bursary applications will only be accepted for pupils in J1 to S6.

Details can be downloaded from the website: www.hamiltoncollege.co.uk or from information obtained from the Business Manager.

Admissions Procedures

Enquiries for admissions, requests for more information or to arrange a visit to Hamilton College should be made to our Admissions and Relationship Manager, in writing, to: Admissions, Hamilton College, Bothwell Road, Hamilton, and ML3 0AY or by email: admissions@hamiltoncollege.co.uk

Telephone enquiries will also be welcome where a member of staff will be pleased to help on 01698 282700.

You can view our school on www.hamiltoncollege.co.uk and at www.facebook.com/HamiltonCollegeScotland.

Hamilton College's Admission Policy is regularly reviewed and may be subject to change.

The Data Protection Act 2018

Hamilton College will process all admissions data in line with the Data Protection Act 2018 and in accordance with Hamilton College's Privacy Notice (available on school website). Separate consent will be obtained to contact the applicant's current school.