



Admissions Policy

Policy date:	September 2023
Date of next review:	September 2024
Owner:	Director of Admissions and Marketing
SLT committee responsible:	Admissions Committee
Intended audience:	Prospective parents
Location:	School Portal, Governor Portal and website

1. Introduction and visits

- 1.1 Haileybury is a co-educational independent school for pupils from ages 11 to 18. The School has approximately 900 pupils, many of whom are boarders. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable.
- 1.2 We usually hold a number of open events which give a general introduction to the School. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact the School's Admissions Department on 01992 706353 or email admissions@haileybury.com to arrange a visit.
- 1.3 If it is not possible to hold open events or arrange school visits because of circumstances beyond the School's control, the School will publish on its website the alternative arrangements in place.
- 1.4 In this policy, "parents" includes parents and guardians.

2. Entry

- 2.1 Haileybury is an academically selective school. Selection is based on academic merit which is assessed through entry examinations, an interview at the School, references and other relevant information from the candidate's feeder school. Our selection process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the School.
- 2.2 There are four main points of entry to the School: Lower School 1 (Year 7), Removes (Year 9), Middles (Year 10) and the Lower Sixth (Year 12). In addition to this we admit pupils into Lower School 2 (Year 8). Pupils can be admitted into Fifts (Year 11) to study the pre-IB course.

3. Boarding and day provision

- 3.1 In the Lower School (Years 7 - 8) both weekly boarders and day pupils are admitted. Day pupils have the option to try 'flexi boarding' (subject to availability) in Lower School. Flexi boarding means that pupils board regularly for one or more specified nights per week on a termly basis. At the end of the academic year, Lower School 2 pupils are allocated to a Main School House by the Deputy Master in consultation with the Director of Admissions or Admissions Department and the Housemaster of Russell Dore.
- 3.2 In the Main School (Years 9 - 13), the majority of pupils board and the School is committed to the boarding ethos. Day pupils are admitted on the basis that they are expected to participate in the full life of the School and to understand that they have chosen to attend what is primarily a boarding school. We admit day pupils into Removes although this number can vary depending upon the level of applications.
- 3.3 There are twelve Houses in the Main School from Removes (Year 9) upwards: six Houses for boys and six for girls. The School allocates pupils to Houses according to availability and in order to have balanced year groups within each House. Association with a House, such as family and sibling connections are taken into consideration. Following admission, pupils can only change House in very exceptional circumstances and at the discretion of the Master.

4. Registration

- 4.1 The School's Registration Form is available on the School's website [here](#) or a copy can be requested from the Admissions Department via the contact details above.

- 4.2 Parents may register their child at any age and are requested to send a copy of the child's passport and a copy of their current school report if the child is two years or less away from entry. Applicants are required to pay a non-refundable registration fee of £200. Haileybury will continue to take applications for any given year group, for as long as places are available. The registration of a child as a prospective pupil does not secure a place at Haileybury but ensures a child will be considered for selection as a pupil to the School.

5. Assessment

- 5.1 The aim of the process is to identify potential. Haileybury is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the academic curriculum. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual. In assessing applications, a holistic judgement is made, and this policy will be applied fairly and consistently.
- 5.2 All candidates for entry must sit the School's entrance examination, consisting of papers in Mathematics, English and in the case of Sixth Form applicants, a free choice subject paper. No specific preparation for our entrance tests is needed; all candidates start on an equal footing, with identical opportunities to display their academic aptitude. In addition, all candidates must sit an online cognitive abilities test (CAT). All candidates must attend an interview with a member of staff, and interviews are arranged on or near the day of the assessment. The School will also request a report and reference from the Headteacher of the candidate's current school (but in the case of Sixth Form candidates, a school report should be obtained prior to registration - see below).

5.3 11+ Entry into Lower School 1 (Year 7)

Around 60 pupils join Haileybury each year in Lower School 1 (Year 7). The entrance examinations take place in November when an applicant is in Year 6.

5.4 13+ Entry into Removes (Year 9)

For entry into Removes (Year 9), we admit around 70 pupils each year to join pupils who have come through our Lower School, to form a year group of around 120 to 130 pupils.

The main entrance examinations for this point of entry (the Main Exams) are held in the January of an applicant's Year 7. For children attending UK prep schools, Haileybury offers an earlier entrance route (the Early Tests), which take place in the February of an applicant's Year 6 for a confirmed place in Year 9. We continue to accept registrations and make offers for as long as places are available.

Entry via the Early Tests is highly competitive as we can only make a small number of offers at that time; however, unsuccessful Early Test applicants can reapply through the Main Exams route 11 months later, when more spaces are available.

Whether applying via the Main Exams or the Early Tests route, the admissions process is identical. It is not possible for an applicant to be considered for both Lower School 1 (Year 7) and Removes (Year 9, Early Tests) simultaneously. Pupils offered a place in Year 7 cannot defer to Year 9.

5.5 Entry into Middles (Year 10)

Entry to Middles is dependent on spaces being available. Entrance examinations take place in November prior to entry. We continue to accept registrations and make offers for as long as places are available.

5.6 Entry into Fifths (Year 11)

We offer a pre-IB course to around 15-20 international pupils wishing to enter Haileybury in Year 11. The expectation is that these candidates will stay at Haileybury for three years. Candidates wishing to apply for a pre-IB place will sit entrance examinations from November of Year 10.

5.7 16+ Entry into the Lower Sixth (Year 12)

To matriculate from Fifths (Year 11) to the Lower Sixth, pupils must obtain a minimum of six Grade 6s in their (i)GCSE examinations.

Other candidates are welcome to apply for entry to the School's Sixth Form either to study for A levels or the International Baccalaureate Diploma. In the first instance, and prior to registration, candidates are requested to provide a report from their previous school to the Admissions Department.

International candidates for Sixth Form should also sit a UKiset test (to assess their level of functional English) and provide the School with the result.

Subject to a satisfactory report (and UKiset score where appropriate) applicants will then be invited to register for an assessment day at the School in November of the year prior to entry. Following the November assessment day, the School will continue to accept registrations and make offers for as long as places remain available.

Applicants for Sixth Form will sit a Mathematics paper consisting of two sections; the first tests core skills and understanding, and the second is more demanding and contains a greater problem solving element. Applicants will also sit an English language paper. This paper will contain two sections, the first of which will test reading and comprehension skills and the second will be based around a writing task. Applicants also sit a third free choice subject paper - the applicant may choose from a selection of subjects and decide which one they wish to be assessed in.

6. International applicants

- 6.1 Haileybury encourages international boarding pupils; currently approximately 25% of the pupil body is from overseas.
- 6.2 International applicants can be invigilated online by Haileybury via a Zoom meeting. Haileybury hosts these testing sessions and the dates are set by the Admissions Department.
- 6.3 Alternatively, international applicants may be permitted to sit the entrance papers at offices of the British council (www.britishcouncil.org/exam), at the offices of a recognised educational agent working with Haileybury, or at a lawyers' office.
- 6.4 All international pupils are required to have an Educational Guardian over the age of 25 years old, resident in the UK who is prepared to be responsible for that pupil should an emergency situation occur and also to provide accommodation and care during Exeat weekends and holidays, as required. Haileybury's policy is that an Educational Guardian must be appointed throughout the duration of an international pupil's studies at Haileybury, including after that pupil reaches 18 years of age. For further information on guardianship please refer to our Educational Guardian Policy on the [policies page](#) of the website.

7. Applicants requiring visas

- 7.1 Haileybury holds a licence from UK Visas and Immigration (a Home Office agency) to sponsor international pupils who wish to study at Haileybury. It is the responsibility of the pupil and/or

parents of a pupil requiring a visa to apply to UK Visas and Immigration for a visa at the appropriate time and with the correct documentation. Parents must inform the School that an application has been submitted and ensure that the School is kept up to date on progress during the visa application process.

- 7.2 Haileybury will at all times comply with the rules and procedures of UK Visas and Immigration, and its duties and responsibilities as a licensed sponsor.

8. Fluency in English

- 8.1 In order to cope with the academic and social demands of Haileybury, pupils must have a suitable level of fluency in English.
- 8.2 In the event that an applicant's fluency is not of a sufficient standard to gain admission, an applicant may be invited to apply to [Haileybury's International Summer School](#). The School may make an offer of a place at Haileybury which is conditional on an applicant attending the Summer School.

9. Scholarships

- 9.1 Haileybury offers a number of scholarships each year. Scholarships are designed to reward excellence and to celebrate exceptional talent. In recognition of this achievement, scholars are offered a fee remission.
- 9.2 At 11+ entry, the School offers Academic, Music and Sport scholarships. At 13+ and 16+ entry, the School offers Academic, Drama, Music, Sport, Art, and Design Technology Scholarships. Further details of the entry requirements for different scholarships are available from the Admissions Department.
- 9.3 We encourage parents of scholars who anticipate that they will experience difficulty in meeting the balance of the tuition fees to apply (at the same time as registration of their child) for a means-tested bursary as described below. We welcome applications from candidates at 11+, 13+ and 16+ for a range of scholarships. Entries are encouraged from candidates who demonstrate excellence, talent, outstanding achievement and promise.
- 9.4 A Scholarship will normally be held for the duration of a pupil's career at Haileybury, subject to the pupil continuing to meet the standards expected of Scholars. A scholarship may be withdrawn in accordance with the terms upon which such award is made or in accordance with the School's Terms and Conditions.

10. Fee assistance

- 10.1 Haileybury's bursary programme is generous and is designed to make it possible for as many as possible of those who meet Haileybury's entry criteria to take up a place here.
- 10.2 The School offers a number of means-tested bursary awards annually to entrants at the usual points of entry. Bursary applications should be submitted prior to entrance examination dates. Requests received for bursarial assistance after this time may be considered but available funding will be more restricted.
- 10.3 Means testing will involve a thorough review of all aspects of parents' financial situation; parents are therefore required to provide detailed financial information. The School retains an external company to conduct such assessments. These assessments will include an interview and usually a home visit. The level of support varies according to financial circumstances, but can extend to full fee remission in cases of proven need.

10.4 Bursaries are always offered for 12 months at a time. Parents are required to provide updated information about their circumstances for every year that their child attends the School. Levels of support may vary with fluctuations in income or wealth.

10.5 A bursary may be withdrawn in accordance with the terms upon which such award is made or otherwise in accordance with the School's Terms and Conditions.

11. Sibling policy

11.1 While admission of siblings is not automatic, the School is sympathetic to parents who wish their children to attend the same school. Siblings are, however, subject to the same entry requirements as all other applicants.

11.2 Means tested sibling bursaries are available and if awarded they are applied to the lower sibling fee and only during school years when a family has more than one child attending Haileybury.

12. Equal treatment

12.1 Haileybury's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Bursaries are offered in order to make it possible for as many as possible who meet the School's admission criteria to attend the School. The School's provision for bursaries is described above.

12.2 Haileybury is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, belief, disability, gender reassignment, sexual orientation or social background.

13. Religious beliefs

13.1 Haileybury welcomes applications from prospective pupils of all faiths and of no faith.

13.2 Although Haileybury has its foundation in Christianity, the School does not select for entry on the basis of religious belief, and it offers the opportunity for those of other religions to practise their own faiths.

14. Special educational needs

14.1 Haileybury does not unlawfully discriminate in any way. The School welcomes pupils with disabilities and/or special educational needs, provided we can offer any support that is required and cater for any additional needs. We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

14.2 Our policy is to apply our admission criteria to all potential pupils. We require parents of children with special educational needs or physical or mental disabilities to declare and discuss their child's needs with the School before they sit the entrance exam so that we can make adequate provision for them. Parents should provide, with the Registration Form, a copy of an educational psychologist's report or a medical report if they have one. This is so that the School can assess their child's needs and consult with parents about any adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to access the education offered and that we are able to ensure their health and safety, and the health and safety of others. Parents should also keep the School updated of any changes in a child's needs during the admissions process.

- 14.3 Where a prospective pupil is disabled, the School will discuss with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if they become a pupil at the School, to ensure that the prospective pupil is not put at a substantial disadvantage compared to a pupil who is not disadvantaged because of a disability.
- 14.4 There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's disability. For example, if, despite reasonable adjustments, we feel that a prospective pupil is not going to be able to access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, we may not be able to offer a place at the School.

15. School's Terms and Conditions

- 15.1 Acceptance of a place at Haileybury is subject to the School's Terms and Conditions. These are made available to parents as part of the admissions process.
- 15.2 Parents are requested to complete and sign the Acceptance Form and pay a deposit by the deadline for acceptance of places. In the event of the deposit not being received, the offer of a place will be withdrawn.

16. Complaints

- 16.1 Please note that the School's Complaints Procedures apply to current parents and pupils only; they do not apply to prospective parents. If you wish to raise a concern regarding the admissions process, please write to the Director of Admissions and Marketing in the first instance.

17. Records and data

- 17.1 Applicants' details will be held on file in accordance with the School's Privacy Notice and its Data Retention Policy (both of which can be found on the [policies page](#) of the website).
- 17.2 We do not publish details of entrance examination results and, in accordance with the Data Protection Act 2018, we are not required to provide examination scripts to parents.
- 17.3 The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose.

Version history		
Date	Reviewed by	Notes
May 2018	SLT	
August 2018	Updated RT	
September 2019	SLT	
May 2022	SLT	Policy rewritten by Registrar and Deputy Bursar. Approved by SLT.
May 2023	Education Committee Chair	Reviewed
September 2023	SLT	Reviewed