

# 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 3 to 18 years of age based on their talents, aptitudes and ability.

We have a strong and supportive Christian ethos exemplified by the values of:

GRACE • CONFIDENCE • WISDOM

INNOVATION • COMPASSION • REFLECTION

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

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 2016 (available from the school).

Pupils from all 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 of the pupils to achieve the best possible outcomes and achievements.

We seek to ensure that children and young people with protected characteristics or those with additional support needs and/or their families, are not treated unfairly or less favourably in the admissions process, than their peers. 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. For this purpose, parents receive “Information for Parents”, which details the approach which will be taken by the school and the reasonable adjustments which can be put in place throughout the assessment process.

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 Child Protection and Wellbeing Policy.

## Visits

Visits to Hamilton College can be arranged throughout the year, and visiting families are welcomed with a tour, meeting with the Principal, the appropriate Vice Principal/Assistant Principal and/or Head of Junior School and Nursery. There is also an Open Day in October and Open Morning in January of each year.

## Maximum Class Sizes

### Junior School (J1- J7)

In the Junior School, the maximum class size is 24.

### Senior School (S1-S6)

Senior School Form Classes in S1 and S2 usually have a maximum of 20 pupils per class. From S3S6 the maximum class size is 24 but in the sciences, numbers are usually limited to 20 per class.

In many subjects, especially at Higher and Advanced Higher, the numbers can be significantly lower. Where numbers opting for a certificated course or subject are low, the class may not be viable and will be run at the discretion of the Principal.

## 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 school reports.

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.

Admission is based on:

- A satisfactory report from the prospective pupil's Nursery or school (from J1 onwards).
- Successful completion of the entry assessments for all pupils at the particular stage of entry.

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 child or young person e.g. learning support, educational psychologist and details of involvement with other appropriate agencies.)

Prior to assessments, all prospective pupils are invited to participate in taster days in the school. This allows them to meet other pupils and staff.

### 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.

## Entry Points

### Nursery

Children aged 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.

Where there are concerns about the progress of an individual child already attending Hamilton College Nursery, the parents will be fully informed at the earliest possible date and support and intervention will be put in place to meet the child's learning need.

### Junior School

Admission to Junior School is based on successful age appropriate entrance assessments. An entrance assessment day takes place in January each year for entry in August of that same year. Offers of places are notified in writing to parents in early February for August admission in accordance with the WOSIS (West of Scotland Independent Schools) agreement. Alternative arrangements can be made at other times throughout the year if required or if adjustments to the timescale are needed to accommodate a child's additional support needs or learning difficulty.

#### *Joining J1 in Hamilton College*

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.

Should a child not meet the entrance criteria, further intervention may be suggested to the parent and a further assessment could be undertaken at a later date. Parents are required to submit any prior assessments which have been made, either in the child's Nursery or by other agencies such as health professionals and/or an educational psychologist.

The Head of Junior School and Nursery and/or Principal may consider a further assessment later in the term before a final decision is taken with regard to entry into the school.

Where there are additional support needs, reasonable adjustments will be made to the assessment process and support will be put in place in consultation with the child and their parents.

#### *J2-J7 pupils*

Entry to the Junior School will follow an assessment process which includes an assessment in spelling, mathematics, reading and a piece of writing. Admission to the school will be dependent on the availability on places and is at the discretion of the Head of Junior School and Nursery in consultation with the Principal.

## Senior School

### *S1-S3 pupils*

Entrance assessments are usually held in January of each year although, in certain circumstances, arrangements for entry can be made at other times throughout the year.

Current reports from the applicant's previous school are an important consideration and the prospective pupil will be asked to undertake an online cognitive ability test. In addition, there will be an assessment in spoken and written English and consideration will be given to the young person's aptitudes, talents and achievements.

### *S4-S6 pupils*

Entrance to the Senior School at this stage is normally by assessment based on current/previous school reports and an interview with the Vice Principal or Assistant Principal responsible for the year group and the Principal. The applicant may be asked to complete an English language assessment paper.

Entry to the Senior School at all stages, is at the discretion of the Vice Principal and/or Assistant Principal(s), in consultation with the Principal.

## Induction Days

The Junior and the Senior School both have Induction 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 their performance in the entrance assessment and interview during the admissions process. Staff will take account of any achievements, talents, disability and/or additional support needs the child or young person may have. An offer of a place may not be made if the prospective pupil or young person does not meet the entrance assessment criteria.

In the event of the number of pupils achieving a satisfactory standard being more than the number of places available, a waiting list will be established and families will be contacted should a place become available.

## 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 needs will be welcomed into the school and this is reflected in our Accessibility Strategy.

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 of up to 100% to successful applicants. Successful bursary applications are reviewed annually.

Details can be downloaded from the website: [www.hamiltoncollege.co.uk](http://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 Manager.

In writing to: The Admissions Manager, Hamilton College, Bothwell Road, Hamilton, and ML3 0AY or by email: [admissions@hamiltoncollege.co.uk](mailto:admissions@hamiltoncollege.co.uk)

Telephone enquires 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](http://www.hamiltoncollege.co.uk) and at [www.facebook.com/HamiltonCollegeScotland](https://www.facebook.com/HamiltonCollegeScotland).

## Enrolment

Once parents have decided to proceed and wish their son/daughter to be assessed, an Application for Enrolment card should be completed and an administration fee of £100.00 should be paid to Hamilton College.

## Fees

Parents of prospective pupils to the school may be required to satisfy the Business Manager that they are in a position to pay the fees for Hamilton College.

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

Principal  
January 2019