



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 in line with the Equality Act 2010 and our Accessibility Strategy (available from the school).

Individuals from diverse cultures, ethnicities, family backgrounds, religious beliefs, and those who hold no religious beliefs are represented in the school and we seek to be proactive in promoting inclusion and equality to allow all our 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 respectfully 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 online application should be completed along with the appropriate fee + VAT.

- An application for entry may be made on behalf of any young person of school age or Nursery age.
- Every application for entry to the School will be given the same and equal consideration regardless of the circumstances of the applicant or the applicant's family.
- Applications are accepted for every year of school from Nursery to Senior 6,
- If applications are received after scheduled annual assessments have taken place, and spaces are available, prospective pupils can still be assessed at other times in the year.
- No entrance assessment may be undertaken before a completed application form has been received accompanied by the £100 application fee.
- Information on the application form is used to:
 - to assist in processing the application as smoothly as possible
 - to provide the School with information to help inform its decision
 - to alert the School to any circumstance(s) on which it may need to offer additional support to the applicant
 - to allow the School to gather broad statistical data, which is used to track trends and inform the marketing strategy. Individual details are never released to any third party, and all details of every application are kept entirely confidential

Director of Admissions

After initial contact with Hamilton College, the **Director of Admissions** will become the point of contact throughout the Admissions Process.

Tour

Tours to Hamilton College can be arranged throughout the year, and visiting families are welcomed by the Headteacher or a member of the Senior Leadership Team. Open Days are arranged throughout the year and publicised via the website and social media platforms.

Criteria for Entry to Hamilton College

Admission to Hamilton College Nursery

Admission to Hamilton College Nursery involves an interview with the Nursery Leader and/or the Deputy Head of Junior School and Nursery.

Admission to Hamilton College Junior School

Admission to the Junior School involves an entrance assessment and consideration of classroom performance during a Taster visit, with feedback from teachers playing an important role. A review of the applicant's current and previous school reports, references and any other requested information is also undertaken.

Admission to Hamilton College Senior School

Admission to the Senior School involves an entrance assessment and Interview where appropriate as well as the ability to match the desired curriculum of the learner. A review of the applicant's current and previous school reports, references and any other requested information is also undertaken.

The references, reports and other information are referred to as "Pupil Information."

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

Every effort is made to ensure that our approach is supportive, and welcoming and is an enjoyable experience for all applicants and their families. Where a child or young person has an **Additional Support Need(s) (ASN)**, 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, references and specialist reports
- The Pupil's performance at the Entrance Assessment
- Interview with Senior Leadership Member of Staff, where appropriate
- Classroom observation and teacher feedback where applicable
- Available class/year group places
- Stage and time of entry
- Satisfactory I.D. checks

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

To assess a child or young person fairly, the completion of a signed declaration (we don't have this. It's just a section of the application) and full disclosure 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

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Headteacher. We will require school reports, pupil reference and £120 (including VAT) registration fee for all pupils returning to Hamilton College regardless of the length of absence.

Assessment

For entry in August, assessments are usually held in the preceding January. In certain circumstances, alternative arrangements for assessment can be made.

Nursery

Nursery Children aged 2, 3 or 4 years of age and children 5 years of age, if they deferred, are accepted into our Nursery following a successful interview with the child and his/her parent and the Nursery Leader and/or Deputy Head of Junior School and Nursery.

If the applicant has any additional learning needs, or any medical condition or disability, parents must notify the School in writing before Assessment Day and provide a copy of all reports prepared by an Educational Psychologist (or other professional report), where available. The School can then determine whether special conditions are required for the applicant in the Interview.

Decisions on admission to the Nursery are the responsibility of the Deputy Head of Junior School and Nursery 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 encompass communication, gross motor, and orientation skills, as well as fine motor and cognitive skills, and social skills.

The Headteacher may consider a further assessment later in the term before a final decision is made regarding entry into the school for J1.

J2-J7

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

Senior School

S1 pupil

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

S2-S3 pupils

The Entrance Assessment includes an assessment in numeracy, literacy, 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 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 writing assignment. Entry for S5/6 is based on school reports, reference and an interview with a member of the Senior Leadership Team.

Settle Sessions and Transition Days

The Nursery offers up to three Settle Sessions before a child officially starts.

The Junior and Senior Schools have Transition Days in the summer term for new pupils to allow them to familiarise themselves with the school and meet their new teachers and classmates. Part of this will include an information event for parents.

Offer of a place

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

In the event that the number of pupils achieving a satisfactory standard on the entrance criteria exceeds the number of available places, 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 specified timeframe, it will lapse.

The School must be able to meet the educational and other relevant needs of the applicant for a place to be offered.

Applicants will be notified of the decision as soon as possible and within no more than four weeks of the assessment date. If, due to exceptional circumstances, this deadline cannot be met, the School will inform applicants within four weeks of the assessment date when a decision is likely to be made. All applications receive full consideration before a decision is made. Once a decision has been reached, it should be regarded as final.

- Parents/Guardians are notified of their offer of place by the Admissions Team
- Acceptance of places and waiting list places is required, in writing or by email, no later than fourteen days after offers have been issued
- Those candidates offered waiting list places will be contacted as soon as a place becomes available

- A place is only deemed to have been accepted once all required Parental Contract paperwork is received by the Director of Admissions. Verbal or email confirmation is not sufficient
- Once a place has been accepted by signing the Parental Contract, the person responsible for paying the tuition fees for the applicant will enter into a legal contract with the School and will be required to follow the usual processes for withdrawal. A term's fees in lieu of notice would be due even if such withdrawal occurs before the applicant commences their education with the School.

Oversubscription Criteria

Where the number of applicants achieving a satisfactory standard on the entrance criteria is more than the number of places available, places will be allocated considering the following criteria:

- An applicant who currently has an exceptional educational or social need to attend Hamilton College
- An applicant who currently has a sibling(s) in the School (and who will still be in the School when the applicant is due to start
- An applicant who has at least one parent who is a former pupil of Hamilton College
- A close connection to the school or a member of the family is a former pupil

Integrity of the Selection Process

The Headteacher, Head of Junior School and other senior members of staff who lead the selection process will be required to declare any potential conflict of interest should they be related to or have another close personal or professional relationship with the applicant or their family. In such cases where this relationship may affect the impartiality of the decision-making, the member of staff will withdraw from the selection process in relation to this applicant, and the decision will be taken by another appropriate member of staff.

Under no circumstances will inducements, such as donations, gifts, or services, be allowed to influence the admissions or selection processes of the School or its individuals. If any such inducements are offered, the application to which they relate will be deemed void and the applicant removed from the admissions process. The school will report any incidents which may constitute an offence under the Bribery Act 2010 to the Police.

Appeals

Appeals on a decision to Offer a Place can be made to the Chair of the Board via the Headteacher's PA, headteacher@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 able 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)

At Hamilton College, we have a team of Pupil Support (Learning) teachers to assist pupils in accessing 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 assessment 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 to 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 to 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 that allows pupils

with potential to experience the distinctive, caring Christian ethos of the school. Bursaries come in the form of fee 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
- Applicants who wish to apply for a Bursary should submit their application at the same time as submitting their application for a place. Bursary applications may not be submitted before an application for a place has been received.
- The Bursary Committee considers all Bursary applications that meet the Bursary criteria
- All Bursary awards are means-tested, depending on financial need, reviewed annually and may vary from year to year. The continuation of a Bursary is also dependent on satisfactory standards of academic achievement and behaviour

The Bursary Fund is limited. When the number of applications is greater than the funds available, awards will be determined by the candidate's performance in the Entrance Assessments, school report, reference and interview.

Bursary applications and Guidance Notes can be downloaded from the website www.hamiltoncollege.co.uk or obtained from the Finance Department.

Admissions Procedures

Enquiries for admissions, requests for more information, or to arrange a visit to Hamilton College should be made to our Director of External Relations, in writing, to: Admissions, Hamilton College, Bothwell Road, Hamilton, 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.