



HANFORD PREP

Admissions Policy



Executive Summary

This policy outlines the Admissions arrangements for Hanford Prep and the guiding principles the School follows in its selection of pupils.

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About Hanford Prep

Hanford Prep (Hanford) is a boarding and day school for girls aged 7 to 13. It has a genuine, relaxed family atmosphere. While information about the ethos, aims and organisation of the school is available on our [website](#), the best way to find out more is through visiting Hanford and meeting with the Head and staff.

The aims of the school, 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 recognise 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.

Prospective parents are welcome to visit Hanford, ideally during termtime, to meet the Head, staff and current pupils during a normal school day. We hold Open Mornings, usually one per term, details of these can be found on the [website](#). Open Mornings give a taste of Hanford life and include a tour of the school, an opportunity to watch an informal concert and to meet members of staff and girls. For those unable to visit in person, an online meeting with the Head can be arranged. We are also very happy to welcome prospective parents and their daughters at other times for individual visits.

Prospective parents may contact us by:

- telephone: Admissions +44 (0)1258 920847 or school office +44 (0)1258 860219
- email: admissions@hanfordprep.group
- online: [enquiry form](#)

Entry Procedure

The Head supervises the admissions procedure and though preferable, entry is not necessarily limited to the start of the academic year. All applicants are considered from various schooling backgrounds and abilities. Pupils will normally be of an appropriate age and sufficient maturity for the year group they are intending to join; however, individual circumstances will be taken into account, such as in the case of illness or girls currently studying in an alternative year group.

We operate a non-selective entry procedure, however copies of previous school reports are requested for consideration, prior to a formal offer being issued. A confidential admissions record will be completed for each applicant.

- **Enquiry** - the first step in the entry procedure is to contact the Admissions Manager, and complete our [enquiry form](#).
- **Visit** - we encourage prospective parents and pupils to visit Hanford.
- **Register** - if you wish to proceed with the entry process, then we ask that you Register your daughter, and pay the non-refundable registration fee, ideally at least one year in advance of her joining. Details of the fees are available on our [website](#). The Registration Form is available from the Admissions Manager.
- **Taster** - we recommend that prospective pupils join us for a taster day, to gain an insight into the educational and boarding offer at Hanford, and become familiar with the school.
- **Offer of a place** - during the year preceding your daughter's entry we will request a school report for consideration by the Head. The Head will make a formal offer within the year before the date of entry, provided that:
 - The current school indicates satisfactory attitudes and conduct on the part of parents and applicant.
 - The applicant has the ability to access the full curriculum.
 - Hanford is able to meet the needs for any learning difficulties, disabilities and other special needs (if any) that the applicant may have, with reasonable adjustments.
 - The parents and daughter are sympathetic to the Christian ethos of the School.
- **Acceptance and Deposit** - if a parent chooses to accept a place, a deposit and written acceptance of the school's Terms and Conditions are required. The deposit will be refunded after your daughter's final term at Hanford, less any outstanding payments. It is non-refundable if the place is not subsequently taken up. No pupil can be admitted to Hanford unless financial fees (if applicable) at their previous school have been paid.

Equal Treatment

Hanford is committed to equal treatment for all, regardless of an applicant's race, ethnicity, religion, disability, sexual orientation, or social background. The School's Equal Opportunities policy is available on request from the Operations Manager: opsmanager@hanfordprep.group.

Learning Support and Special Educational Needs

Hanford welcome applicants with special educational needs, providing that their individual learning needs can be supported to allow them access to the curriculum and to flourish.

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. Parents are required to provide a copy of their daughter's educational psychologist's

report or a medical report as and where appropriate. 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 thoroughly with the prospective parents and where appropriate and required, their medical advisers, any adjustments that can be reasonably made for their daughter if they become a pupil at Hanford, to ensure that the school can cater adequately for their daughter.

Sibling Policy

Hanford welcome sisters and most sisters of existing girls join Hanford, however admission is not automatic and there may be occasions where we judge that a sister is more likely to thrive in a different academic environment. In this situation we would discuss the situation fully with the parents to determine the right outcome for their daughter. Hanford offers a sibling discount, please enquire for details.

Overseas Applicants

Hanford warmly welcomes pupils from overseas and has the appropriate UKVI sponsorship licence to support child student visa applications. It is the parents responsibility to ensure their daughter has a valid visa. Overseas applicants are required to have an appointed guardian who is over the age of 25 and not in secondary education, living in the UK with a British passport or Settled Status, and with whom they can stay during exeats and holidays or in the case of an emergency. The appointment of a guardian is the parents' responsibility and we are unable to make recommendations in this regard.

Hanford offers short term places, predominantly to overseas pupils, preferably for a minimum of one academic year, though shorter durations of one or two terms will be considered. Priority is given to those who have attended Hanford previously and to those staying for longer.

We are committed to ensuring that all girls can be integrated into the academic, social and broader life of the school. A reasonable level of English is preferable when girls arrive at Hanford. Additional support in English as an Additional Language may be required and provision can be discussed in advance of entry.

Bursaries

Hanford may offer a limited number of means-tested bursaries. The bursary process should be discussed during the entry procedure, and indicated on the Registration Form. Parents are invited to submit an application for financial support in the Autumn term, preceding the year of entry at Hanford. Bursaries are means-tested in accordance with the Bursary Award Policy and both parents are required to provide proof of their income and assets. The level of support varies according to parental need; this can range from no bursary support being available, to on occasion, a more substantial level of support. Equally, bursaries are always offered for 12 months at a time. Awards are reviewed annually and a new statement is required each year, with the family being asked to provide fresh information about their current financial circumstances. Bursary awards will be adjusted to reflect any changes.

Hanford's expectation is that parents who do not choose to apply for a bursary at the time that their daughter is being assessed for entry to the school, will not require financial support throughout the time that their daughter is at Hanford, except in wholly unforeseen circumstances

The Bursary Award Policy is available on the school website and an application form can be obtained from the Admissions Manager.

School's Contractual Terms and Conditions

The Terms and Conditions are made available as part of the admissions process.

Appendix 1: Summary of changes in Issue 1.2

- Minor clarifications in the section on 'Overseas Applicants'.
- Contact details updated.