



**Cobham Hall**

**Admissions Policy**

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## **1. Aims and Policy Statement**

The Mill Hill School Foundation ('the Foundation') aims to provide excellence in education, to support pupils in the passage from childhood towards adulthood and develop in every pupil self-discipline, responsibility, spiritual and moral values, leading to the highest possible standards of behaviour, consideration for others, pride in oneself and in one's achievements. The Foundation currently comprises seven schools. This policy primarily applies to Cobham Hall School, one of the Foundation's schools, and does cover some links in processes to the other Foundation schools, although these have their own Admissions policies.

### **Authority and Circulation**

This policy has been authorised by the Court of Governors of The Mill Hill School Foundation [the 'Foundation']. Its status is advisory only. It is addressed to prospective parents and pupils and to all members of the teaching and administration staff.

### **Policy Statement**

**The aims** of this policy are:

- To ensure compliance with the School's charitable purposes, which are to promote and provide for the education of pupils of any age
- To identify and admit children who will benefit from an academic education and who will contribute to, and benefit from, the ethos and activities of the Foundation community. The Foundation will admit only children who have met the required criteria.

## **2. Equal Treatment**

The Foundation's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible, which enriches our school community. Each school is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background. The Foundation's ethos has its origins in the non-conformist Christian values of its founders, but it welcomes pupils regardless of their faith/no-faith background.

## **3. Disability, Learning Difficulty/Disability and Special Educational Needs**

The Foundation welcomes pupils with disabilities and special educational needs (SEND), provided the School can make any necessary reasonable adjustments to offer the support they require for their additional needs, and the site is able to accommodate them.

In order to determine the necessary support both during the admission process and if an offer is made, we require parents of children with physical/mental disabilities or SEND to inform the school (when submitting the Registration Form) of any special circumstances that fall under this umbrella. Parents should provide a copy of an Educational Psychologist's report, EHCP or a medical report if they have one.

The School strongly advises an early Admissions Meeting with the parents of children with SEND to discuss any special arrangements or provision that may be needed, to enable the School to assess whether this can reasonably be accommodated.

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.

In exceptional circumstances, where a place is offered but further information becomes available prior to a child starting at the School such that the School cannot make reasonable adjustments to accommodate him/her in sufficiently accessing the curriculum and benefitting from the learning environment, the offer may subsequently be withdrawn and the Acceptance Fee returned.

#### **4. Pupils for whom English is an Additional Language**

Pupils for whom English is an Additional Language (EAL) are assessed for their standard of English on application to the School where appropriate, to assess the level of EAL support they need and to determine whether this can be reasonably provided. Their curriculum may then be adapted to suit their needs and abilities. Lessons in EAL are provided for those pupils who need it, either in small groups or individually, as appropriate.

#### **5. Procedure Summary**

The Foundation Schools offer a continuity of education, from Early Years at Grimsdell, Lyonsdown and Keble Prep through to Mill Hill International and the Upper Sixth at Cobham Hall and Mill Hill School. All, bar Cobham Hall are selective; they are usually over-subscribed, with waiting lists. Admission and entry will be subject to the availability of a place and the pupil satisfying the admission requirements at the time. Progress to the next stage of education in the Foundation is dependent upon the required conduct and academic progress of the pupil, as determined by the relevant Head; where the Head has concerns about the suitability of the child to progress through the Foundation, they will arrange a meeting with parents to discuss this, providing sufficient notice for parents to consider alternative options.

Pupils will be considered as candidates for admission and entry to the School when the Registration Form has been completed and returned to the School and the non-returnable registration fee paid.

#### **6. Admission to Cobham Hall**

The main points of entry into the School are into Year 7 (11+), Year 9 (13+), Year 10 (14+) and Year 12 (16+). Applications can also be made for entry into any other year group, at any time, subject to there being a space available. The School accepts girls only into Years 7 to 11 and is co-educational in the Sixth Form.

##### **Registration**

Parents should register their son/daughter for a place at the School on the Registration Form and pay a non-refundable registration fee.

All applications for admission to the School are treated equally, keeping the needs of the prospective pupil uppermost. The criteria for allocation of places, in order of priority, are as follows:

1. Sibling of a student/students who is/are already a pupil at the School
2. Students whose parent/s attended the School as a pupil (ex-pupils/alumni), and

### 3. Date order of Registration

The School will offer a place to prospective pupils who we consider can sufficiently access the Cobham Hall curriculum and benefit from the learning environment and the many opportunities at the School. We will only offer a place if we can cater for the prospective pupil's needs. In the event of specific needs such as disabilities or learning difficulties, careful consideration will be given to possible reasonable adjustments in line with our Special Educational Needs and Disability (SEND) Policy before an offer of a place is made.

#### **Assessment**

Though non-selective, Cobham Hall assesses all applicants to ensure that they will be able adequately to access the curriculum and benefit from the School's learning environment, and to ensure the School is able to cater adequately for the prospective student's needs. All registered applicants will be asked to provide two previous school reports for consideration, as well as a copy of their birth certificate or passport.

Entry to Year 7 and Year 12 is via assessment in Year 6 and Year 11 respectively. This involves an assessment morning in the November before entry, including a computerised cognitive ability test and an interview. Places are allocated after this assessment day. Further places may be offered thereafter, if available, in which case prospective pupils will be assessed individually using the same computerised test and an interview.

Applications for other year groups will likewise be assessed via computerised cognitive ability test and interview, usually undertaken individually. Early application is advised in all cases; however, where places are available, we will consider late and in-year applications.

#### **Overseas EAL Applicants**

Once registered, candidates for whom English is an Additional Language are required to take the Oxford Placement Test, an online adaptive test of Reading and Writing skills, a computerised cognitive ability test, and a written test. An interview will also take place, either in person or online.

#### **Offer and Acceptance**

Offers of places will be made in writing. Parents accept the offer by completing the Acceptance Form, confirming their acceptance of the School's Terms and Conditions (Parent Contract), and returning it to the School with the Acceptance Deposit within two weeks of the offer being made. Failure to respond by the given deadline may result in the place being offered to another prospective pupil and loss of the previous priority given under the admissions criteria.

The Head's decision relating to all matters of admissions is final.

### **7. Overseas Applicants**

We welcome overseas pupils to join the School, provided that they have the correct permission to be in the UK.

The School asks for a copy of the prospective pupil's birth certificate or passport as part of the admissions process. Where a pupil is not British, and their family states they do not need a Visa, we will need to see and

take a copy of the pupil's passport together with a parent's passport/or residence card and/or Visa to ascertain that they have the correct permission to be in the UK. Where overseas students require a Visa to study at the School, we will review their case and if appropriate support such an application under the terms of our UKVI Child Student sponsor's licence.

## **8. Further Information**

### **Special Circumstances**

The School recognises that a candidate's performance in assessments may be affected by particular circumstances, for example:

- If he/she is unwell when taking tests or has had a lengthy absence from his/her school
- If there are particular family circumstances such as a recent bereavement
- The context of their educational history, for example education outside the British system
- If the candidate has a disability or specific learning difficulties
- If English is not the candidate's first language

In any of these cases, the School may request further information it considers necessary to make a fair assessment.

### **Disclosures**

Parents must as soon as possible disclose any particular known or suspected circumstances relating to their child's health, allergies, physical and mental impairment disabilities, learning difficulties or disabilities or special educational needs.

## **11. Waiting Lists**

In the case of oversubscription, a waiting list will be put in place. After taking account of appropriate allowances and special consideration, places will be offered to pupils on the waiting list based on the holistic judgement of the Head, comprising:

- Performance in the entrance assessments and suitability for the School environment
- Existing relationship to the Foundation (sibling who is already a pupil, attendance at another Foundation school, parent who works at the Foundation, parent who themselves attended the School)
- References from current school

This Policy was approved by the Academic Committee of the Court of Governors: October 2022

Next Review: Autumn Term 2023