



Heath Mount School

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Introduction

Heath Mount School is a co-educational day and flexi-boarding school for children between the ages of 2 and 13.

Children may enter Heath Mount at any age provided that they meet the relevant admissions criteria (as set out in further detail below) and as long as there are places available, although the majority enter at Pre-Nursery, Nursery or Reception (Rising 3, Rising 4, Rising 5).

Numbers of pupils at Heath Mount are regulated very carefully to ensure that class sizes and the infrastructure associated with supporting pupils are not over-stretched. It is our wish to retain a broad ability range, but we need to be sure that all pupils can thrive in our school environment and can cope with the demands of the curriculum, and that their behaviour conforms to the ethos of the School. Assessments take place prior to a place being offered at all points of entry (except Pre-Nursery, Nursery and Reception) and these may include input from the School's learning support department if appropriate (see below).

Entry to Heath Mount is dependent on the School's ability to meet the needs of each prospective pupil and a personal visit to the School is therefore strongly encouraged. Heath Mount reserves the right to decline to offer a child a place if the School believes that it will not be able to meet the child's need, including any behavioural or educational needs.

Heath Mount is proud of the academic, creative and sporting success of its pupils. This is reflected by the wide variety of scholarship awards which are typically gained by the majority of our Year 8 leavers each year.

Application and Accessibility

The procedures set out in this policy apply at each of the main points of entry to the School, including the EYFS, and also to candidates for occasional vacancies in any other year group.

The policy is published on the School website and is available in hard copy upon request. It can be made available in large print or another accessible format if required.

A copy of the policy is available for inspection from the School Office during the School day.

Admissions Procedure

The School places a high value on the continuity of education for children in every stage of a child's educational journey at Heath Mount, including Pre-Nursery, Nursery, the Pre-Prep and the Prep School.

Children can start at Heath Mount at any stage, provided that they meet the relevant admissions criteria at the time and depending on the availability of places. The usual points of entry are at Pre-Nursery, Nursery, Reception, Year 3, Year 5 and Year 7, however, places are offered, where available, for other year groups.

Candidates for admission will be treated equally, irrespective of their or their parents' race, sexual orientation, religion or belief, pregnancy or maternity, sex, gender reassignment or any disability. Candidates will also be treated equally in respect of their parents' age or marital or civil partnership status.

The School will make any reasonable additional or alternative arrangements to ensure that the School's admission procedures are accessible to disabled children. The School will consult with parents and such other persons or organisations as necessary in order to ascertain a child's particular needs and the nature of any additional or alternative arrangements which would be required to meet them if an offer of a place was made. Parents of a child who has a disability, learning difficulty or special educational need must provide the School with full details, in writing, on registration and provide copies of any relevant reports.

If the School considers that a child is unable to effectively access the curriculum and/or that the School is unable to adequately meet their needs, this will be discussed with the family applying.

Application Process

Stage 1

We encourage all prospective parents to visit our school prior to Registration if possible. Parents are welcome to visit us on one of our termly Open Mornings. Prospective parents may contact the school via the registrar at registrar@heathmount.org or on 01920 830230. As part of the admissions process, the family is invited to meet the Headmaster for a private tour of the School.

Stage 2

The School will consider each application for a place, once a registration form and registration fee have been received.

To register their child for entry, parents must complete an online registration form (and provide any requested supporting information) and pay a registration fee (see current fees list). The registration fee is non-refundable, whether or not the application for registration is successful. Prospective parents are advised to contact the Registrar to discuss options before registering.

Parents may register their child at any time and, following this, the Registrar will be in contact to advise of the next stage of the Admissions process.

We do recommend early registration where possible as our classes are often oversubscribed. Please note that registration does not guarantee a place at the School.

Stage 3

Following a review of the registration form (including any relevant supporting documentation), subject to places being available, children applying for a place in Year 1 and above will be invited into school for a taster session, and this will include an assessment (as outlined below).

Reports and a reference, which may include details of the candidate's academic ability, attitude and behaviour, involvement in the school community, talents and interest, and

any other special circumstances such as special education needs or a disability, from the child's previous school will also be required.

Pre-Nursery, Nursery and Reception applicants are not required to attend a taster session, however, prior to entry, Pre-Prep staff will make contact with the child's current setting, which may include a visit.

Stage 4

The School's admissions criteria are:

1. Completion of a satisfactory taster session (where applicable);
2. Receipt of a positive reference and reports from the applicant's present school (if applicable);
3. The applicant and their parents showing a commitment to the School's ethos as described in the School's aims, and the ability and willingness to benefit from the School's broad and varied curriculum; and
4. It being apparent that the applicant will make a positive contribution to the School community.

All candidates must have the legal right to live and study in the UK.

Subject to the applicant meeting these criteria and a place being available, a place will be offered and the parents will be sent an acceptance pack.

To accept the offer of a place at Heath Mount, parents will need to complete and return the acceptance form and pay an acceptance deposit for each child. Parents should note the pre-conditions that are expected to be met before the offer of a place are listed below:

Requirements

Heath Mount prides itself on its warm, friendly and supportive ethos and welcomes children and families who wish to join and become part of our close community. We believe that establishing an honest and open relationship with parents at the outset is a precursor to cementing constructive relationships as your child moves through our school and therefore ask all prospective parents to ensure that they agree and accept our pre-conditions before accepting the offer of a place.

Our requirements are;

5. The registration form has been completed in an honest and open manner, and the parents have disclosed any and all information that the School should be aware of in relation to their child and submitted any accompanying documentation to support the application.
6. The School is able to adequately provide for any special educational needs, learning difficulties, disabilities (if any) the child may have and, having made any reasonable adjustments, is able to support any disability the child may have.
7. The School is made aware of any relevant information which may impact upon the child's performance during the admissions process, e.g. any emotional upheaval or turbulence, in order to ensure that these are taken into account

8. The applicant's current educational setting/school shares satisfactory reports and references, as applicable.
9. Fees (if applicable) at the applicant's current educational setting/school have been fully paid and that setting/school has been notified that the applicant is considering other schools.

Heath Mount may offer places to pupils one year ahead or one year behind their standard year group, if we consider, as a matter of professional judgment, that this would be in the best interests of the pupil and the School.

Offer and Acceptance of a Place:

1. Places are offered in writing and offers are held open for two weeks.
2. Parents who wish to accept the offer are then required to pay the specified deposit and complete an online Acceptance of a Place form. Once the Acceptance of a Place Form has been completed and submitted, a legally binding contract will be formed between the School and the parent for the provision of educational services as more fully set out in the terms and conditions. Parents must also pay an acceptance deposit.

Waiting List

If there are no places available, the registered child will be placed on a waiting list.

A 'Sibling Policy' operates throughout the School and prioritises siblings for any available places, although admission is not automatic, and the sibling must meet the admissions criteria. Depending on the child's age at entry (and in accordance with the criteria set out above) a taster session and assessment will be required to determine if the sibling's needs are able to be met by the School before the offer of a place is made, and this may include input from the Learning Support Department.

Similarly, staff children are also prioritised on the waiting list.

Allocation of a place in Early Years

For Pre-Nursery, Nursery and Reception, places are allocated on a 'first come, first served basis' (subject to sibling links – see below). Pupils are not pre-assessed, but places are offered on the basis that children are physically, socially and emotionally ready to start school. Children coming into Reception will be expected to integrate successfully with the current cohort.

Children joining the Nursery must attend a minimum of five sessions per week. The total number of morning/afternoon sessions attended by each child will be discussed between the Head of Nursery and the parents and will depend on the individual child.

The School encourages families to think about pupils doing a number of full days in preparation for entry into Reception. Prior to entry, Pre-Prep staff will make contact with the child's current setting, which may include a visit.

Special Educational Needs and Disability

Heath Mount is inclusive and welcomes children with disabilities, special educational needs and learning difficulties providing the academic and social entry requirements can be met and that the School can meet the level of need.

The School maintains and drives a positive culture towards the inclusion of disabled people and those with special educational needs and it will not unlawfully treat an applicant less favorably.

Pupils who have identified Specific Learning Difficulties or who are experiencing difficulties with academic advancement are not always subject to the same assessment access arrangements. Please discuss your child's needs with the School at the earliest opportunity as support and assistance regarding tests can be provided.

As outlined in our Equality and Accessibility plan, the School will do all that is reasonable to accommodate the needs of applicants who have disabilities.

The admission of students with an Educational Health and Care Plan (**EHCP**) is managed by the Local Authority in which the child resides. Please note Heath Mount School is not included on the section 41 schools list. This means we cannot be directed by a Local Authority to admit a child with an EHCP and the School cannot be named in section I of an EHCP. Details of this separate procedure are set out in the Special Educational Needs Code of Practice January 2015.

English as an Additional Language

In order to cope with the academic and social demands of Heath Mount School, pupils should normally have a level of proficiency in English that will allow them to access the curriculum. Whilst the School will make reasonable adjustments to the delivery of the curriculum, tuition in English as an Additional Language (EAL) must be arranged outside of school and at the parents' expense.

Overseas candidates

Heath Mount only offers weekly and flexi boarding and does not hold a Child Student sponsor license. Parents of overseas candidates should ensure that their child has the correct immigration permission if the School offers a place.

Bursaries

A limited number of bursaries are available. These are means tested using a standard formula. Both parents need to provide proof of income and assets, and the level of support varies according to parental need. Copies of the full Bursary policy and bursary application forms are available from the Registrar at registrar@heathmount.org.

Recording Admissions

Pupil and family information is submitted electronically (via the Heath Mount website) and is then recorded on iSAMS, the School's management information system.

All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.

A confidential admissions record will be kept for each candidate.

The information created in connection with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published privacy notices on its website which explain how the School will use personal data.

Admission register

In accordance with the requirements of the School Attendance (Pupil Registration) (England) Regulations 2024, the School will:

1. maintain an admission register of all pupils (of both compulsory and non-compulsory school age) admitted to the School; and
2. inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points.

The admissions register will be kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.

The School will ensure that every entry in the School's admission register is preserved for six years beginning with the day on which the entry was made and every back-up copy of the register is preserved for six years after the end of the school year that it relates to.

The admissions register contains specific personal details of every pupil in the School, including their date of admission, information regarding parents and carers and details of the school they last attended.

A pupil's name can only be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. When any of the situations in regulation 9 occurs the pupil's name must be deleted.

Monitoring and Review

Governors Committee Reviewing	Education
Effective From:	September 2025
Date last formally approved by the Governors	July 2025
Date of next review	September 2027
Person responsible for implementation and monitoring	Headmaster Registrar
Related policies	<ul style="list-style-type: none">• Parent Contract• Bursary Policy• SEND Policy• Equality & Accessibility Plan