

# Habs

HABERDASHERS'  
ELSTREE SCHOOLS

## Admissions Policy

Policy Type	Statutory
Regulation	Part 3, paragraphs 15 and 32
Approval Committee	Teaching and Learning Committee
Last Review	Summer 2024
Next Review	Summer 2025

1	Related Information .....	3
1.1	Availability of Statutory Policies .....	3
1.2	Statutory Guidance .....	3
1.3	Supporting Documents .....	3
1.4	Terminology.....	3
2	Introduction.....	4
2.1	Equality, Diversity and Disability .....	4
3	Bursaries and Scholarships .....	4
3.1	Bursaries .....	4
3.2	Scholarships .....	5
3.2.1	Academic Scholarships .....	5
3.2.2	Creative Arts and Sports Scholarships available at Haberdashers' Boys' School .....	6
3.2.3	Creative Arts and Sports Scholarships available at Haberdashers' Girls' School .....	7
4	The Admissions Process .....	8
4.1	Candidate's Age .....	9
4.2	Special Circumstances .....	9
4.3	Acceptance of a Place .....	9
5	Record Keeping and Confidentiality .....	10
5.1	Admission register: .....	10
	Appendix A .....	11
	Admissions Process at Haberdashers' Boys' School.....	11
	Appendix B .....	14
	Admissions Process at the Haberdashers' Girls' School .....	14

# 1 Related Information

## 1.1 Availability of Statutory Policies

All statutory policies are available on the Schools' websites.

## 1.2 Statutory Guidance

This statutory policy has been reviewed in accordance with the following standard as set out in the Education (Independent School Standards) Regulations 2014:

15. The standard in this paragraph is met if the proprietor ensures that an admission and attendance register is maintained in accordance with the Education (Pupil Registration) (England) Regulations 2006.  
32(1)(g) any information reasonably requested in connection with an inspection under section 109 of the 2008 Act which is required for the purposes of the inspection is provided to the body conducting the inspection and that body is given access to the school's admission and attendance registers  
32(3)(a) particulars of the School's policy on and arrangements for admissions, misbehaviour and exclusions;

## 1.3 Supporting Documents

The following related information is referred to in this policy:

Complaints Policy
Data Protection Policy
Disability Access Policy
Equality Act 2010
Individual Needs and SEND Policy
Provision of English as an Additional Language Policy
Safeguarding Policy

## 1.4 Terminology

**Head**, where not explicitly defined, means either the Headmaster of Haberdashers' Boys' School or the Headmistress of Haberdashers' Girls' School.

**Parents** includes one or both parents, a legal guardian, or education guardian.

**School** means Haberdashers' Boys' School and Haberdashers' Girls' School as now or in the future constituted (and any successor) part of Haberdashers' Aske's Elstree Schools Limited, the School Trustee of Haberdashers' Aske's Charity.

**Student** or **Students** means any student or students in the School at any age.

## **2 Introduction**

Haberdashers' Girls' School and Haberdashers' Boys' School are academically selective schools which seek to provide an inspirational and academically challenging environment for able Students to thrive and flourish.

The Schools' aim is to identify and admit Students who will contribute to and benefit from the supportive learning environment it offers and who will make a full contribution to the activities and ethos of the Schools' communities. The Schools encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches the community and is vital in preparing the Students for today's world. The School is committed to equal treatment for all, regardless of a Student's race, ethnicity, religion, sexual orientation, gender identification or social background. Although the School has a Christian foundation, it does not select for entry based on religious belief. It offers the opportunity for all to practise their own faith. However, Parents should be aware that all Students attend the School assembly, which has a broad basis in the Christian faith.

### **2.1 Equality, Diversity and Disability**

Applicants for admission will be treated equally irrespective of their or their parents' race, sexual orientation, religion or belief, pregnancy or maternity, gender reassignment or disability.

The School has limited facilities for the disabled but will do all that is reasonable to comply with legal and moral responsibilities under the Equality Act 2010 in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.

The School needs to be aware of any known disability or special educational need which may affect a Student's ability to take full advantage of the education the School provides. Parents of a Student who has any disability or special educational need should provide the School with full written details at registration, or subsequently, before they take the entrance examination or at interview. The School needs this information so that it can make an assessment and consult with the Parents about the adjustments which can reasonably be made to cater adequately for the Student's needs both during the admissions process and thereafter, if an offer of a place is made.

Similarly, if special educational needs or a disability become apparent after admission, the School will consult with the Parents about reasonable adjustments that may allow the Student to continue at the School.

## **3 Bursaries and Scholarships**

### **3.1 Bursaries**

The School Governors make a number of means-tested bursary awards for the Senior Schools each year to those families whose children they consider would most benefit from attending the School but who would otherwise, for financial reasons, be unable to consider making an application. These are not academic awards, but candidates need to qualify for a place at the School as a result of their performance in the Senior School Entrance Examination or other selection process, and financial need must be established by completion of a confidential statement of income.

Bursaries are means-tested awards and range in value according to financial need and the funds available. The assessment criteria are based on the principle that, for increasing levels of gross joint income, the Parents are expected to make a greater contribution towards the School fees. The award is split equally across each term and will be shown as a fee remission. The remainder of the fees and any other charges for the term will be payable by the Parents. Parents awarded a Bursary towards tuition fees will also be eligible to receive an award towards the costs of coach travel and lunches, as well as support with academic trips and one musical instrument, in proportion to the Bursary awarded.

Bursaries are held for the duration of a Student's attendance at the School, but are subject to payment of fees due, satisfactory conduct and progress, and to the continuation of financial need. Circumstances do change, and for this reason, Parents in receipt of a bursary are required to complete a new bursary application form each year. Whilst every attempt is made to maintain bursaries at a stable level once they have been awarded, this cannot be guaranteed.

## **3.2 Scholarships**

Scholarships are designed to recognise excellence and to celebrate exceptional talent. In recognition of this achievement, the scholar is offered between 5% and 50% fee remission throughout their time at the School. It is possible to hold a scholarship and a bursary simultaneously.

### **3.2.1 Academic Scholarships**

Academic scholarships are awarded to the most outstanding performers in the entrance assessments i.e. examination and interview. No separate application is required; all candidates are eligible. Scholarships are held for the duration of a Student's time at the School, provided their conduct, progress and academic performance remain at the standard expected of the School's Students. Academic scholarships are available at 11+ in Haberdashers' Girls' School and at 11+ and 13+ in Haberdashers' Boys' School.

#### **(a) At Haberdashers' Boys' School**

A small number of academic scholarships are awarded each year by the Head for existing Students from the Preparatory School joining the Senior School. The principal criteria for awarding these scholarships are:

- Sustained excellence in academic performance, including evidence from Progress Grades and end of year examinations
- Performance in relevant Year 6 base line data tests
- Form teacher recommendation, recognising the contribution by the Student to the wider life of the School and their attitude to learning, together with their ability to uphold the values of the School.

#### **(b) At Haberdashers' Girls' School**

A small number of academic scholarships are awarded each year by the Head for existing Students from the Junior School joining the Senior School. The principal criteria for awarding these scholarships are:

- Sustained excellence in academic performance, including evidence from assessments and reports
- Performance in relevant Year 6 assessments

- Form teacher recommendation, recognising the contribution by the Student to the wider life of the School and their attitude to learning, together with their ability to uphold the values of the School.

### **3.2.2 Creative Arts and Sports Scholarships available at Haberdashers' Boys' School**

#### *3.2.2.1 Music Scholarships*

- Music scholarships are awarded to outstanding musicians of exceptional ability who the School feels will act as ambassadors for music amongst their peers. Applicants must pass the entrance assessments in order to be considered. The candidates with the strongest applications, will be asked to attend a music audition and interview with the Director of Music. Music Scholars will be expected to demonstrate enthusiasm for and commitment to music throughout their time at the School.
- Music scholarships are available at 11+, 13+ and 16+. They are also available for existing Students in Year 6 entering the senior school at 11+.

#### *3.2.2.2 Art Scholarships*

- Art Scholarships are offered to candidates who show a genuine enthusiasm for Art and Design. Art Scholars not only have exceptional technical skills but also use their creative and inquiring minds to find new approaches towards media and techniques. Applicants must pass the entrance assessments in order to be considered. The candidates with the strongest applications will be asked to attend an interview with the Head of Art. Art Scholars will be expected to demonstrate enthusiasm for and commitment to art throughout their time at the School.
- Art Scholarships are available at 11+, 13+, 16+. They are also available for existing Students in Year 6 entering the senior school at 11+.

#### *3.2.2.3 Design and Technology Scholarships*

- Design and Technology Scholarships are offered to candidates who show a genuine enthusiasm for Design and Technology. Scholars will have an enthusiasm for the design and creation of three dimensional, functional products. Applicants must pass the entrance assessments in order to be considered. The candidates with the strongest applications will be asked to attend an interview with the Head of Design and Technology. Scholars will be expected to demonstrate enthusiasm for and commitment to Design and Technology throughout their time at the School.
- Design and Technology Scholarships are available at 13+ and 16+

#### *3.2.2.4 Drama Scholarships*

- Drama Scholarships are offered to candidates who demonstrate exceptional potential as theatre practitioners. Applicants must pass the entrance assessments in order to be considered. The candidates with the strongest applications will be asked to attend an interview with the Head of Drama. Drama Scholars will be expected to demonstrate enthusiasm for and commitment to drama throughout their time at the School.

- Drama Scholarships are available at 11+, 13+ and 16+. They are also available for existing Students in Year 6 entering the senior school at 11+.

#### 3.2.2.5 *Sports Scholarships*

- Sports Scholarships are offered to candidates in recognition of sustained sporting excellence, talent and future potential. Applicants must pass the entrance assessments in order to be considered. The candidates with the strongest applications will be asked to attend an interview and assessment day with the Director of Sport. Sports Scholars will be expected to demonstrate enthusiasm for and commitment to school sport throughout their time at the School.
- Sports Scholarships are available at 11+, 13+ and 16+.

Further information on Scholarships and the application process can be found online [here](#). The School will inform the Parents by letter if a scholarship and/or bursary has/have been awarded at the same time as offers of places are posted.

### **3.2.3 *Creative Arts and Sports Scholarships available at Haberdashers' Girls' School***

#### 3.2.3.1 *Music Scholarships*

- Music Scholarships are awarded to outstanding musicians of exceptional ability who the School feels will act as ambassadors for music amongst their peers. Applicants must pass the entrance assessments in order to be considered. The candidates with the strongest applications will be asked to attend a music audition and interview with the Director of Music. Music Scholars will be expected to demonstrate enthusiasm for and commitment to music throughout their time at the School.
- Music Scholarships are available at 11+ and 16+. They are also available for existing Students in Year 6 entering the senior school at 11+ and for existing Students in Upper 5 (Year 11) transferring into the Sixth Form.

#### 3.2.3.2 *Art Scholarships*

- Art Scholarships are offered to candidates who show a genuine enthusiasm for Art and Design. Art Scholars not only have exceptional technical skills but also use their creative and inquiring minds to find new approaches towards media and techniques. Applicants must pass the entrance assessments in order to be considered. The candidates with the strongest applications will be asked to attend an interview with the Head of Art. Art Scholars will be expected to demonstrate enthusiasm for and commitment to art throughout their time at the School.
- Art Scholarships are available at 11+. They are also available for existing Students in Year 6 entering the senior school at 11+.

#### 3.2.3.3 *Creative Writing Scholarships*

- Creative Writing Scholarships are offered to candidates who show exceptional potential as writers, demonstrating the capacity to write with originality and imagination. Applicants must pass the entrance assessments in order to be considered. The candidates with the strongest applications will be asked to attend an interview with the Head of English. Creative Writing

Scholars will be expected to demonstrate enthusiasm for and commitment to their writing throughout their time at the School.

- Creative Writing Scholarships are available at 11+. They are also available for existing Students in Year 6 entering the senior school at 11+.

#### 3.2.3.4 *Drama Scholarships*

- Drama Scholarships are offered to candidates who demonstrate exceptional potential as theatre practitioners. Applicants must pass the entrance assessments in order to be considered. The candidates with the strongest applications will be asked to attend an interview with the Head of Drama. Drama Scholars will be expected to demonstrate enthusiasm for and commitment to drama throughout their time at the School.
- Drama Scholarships are available at 11+. They are also available for existing Students in Year 6 entering the senior school at 11+.

#### 3.2.3.5 *Sports Scholarships*

- Sports Scholarships are offered to candidates in recognition of sustained sporting excellence, talent and future potential. Applicants must pass the entrance assessments in order to be considered. The candidates with the strongest applications will be asked to attend an interview with the Director of Sport. Sports Scholars will be expected to demonstrate enthusiasm for and commitment to school sport throughout their time at the School.
- Sports Scholarships are available at 11+. They are also available for existing Students in Year 6 entering the senior school at 11+.

Further information on Scholarships and the application process can be found online [here](#). The School will inform the Parents by letter if a scholarship and/or bursary has/have been awarded at the same time as offers of places are posted.

## **4 The Admissions Process**

The admissions process is similar across both Schools and Appendices A and B outline the processes for Haberdashers' Boys' School and Haberdashers' Girls' School respectively.

Both Schools are oversubscribed and competition for places at every stage of admission is considerable, thus all Students must win their place on merit. All offers at both Schools are based on the 'whole picture' of a student's ability and talents.

The aim of the process is to identify potential. The Schools look for high achieving, well-rounded students with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The Schools have strong traditions in Music, Drama, Art, Debating, Community Activities and Sport. There are many co-curricular activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for the entrance tests is required. All candidates start on an equal footing and are given the opportunity to display their academic aptitude and co-curricular skills.



#### **4.1 Candidate's Age**

- 4+ Entry is for candidates aged 4 and below the age of 5 on the 1<sup>st</sup> September in the year of entry
- 7+ Entry is for candidates aged 7 and below the age of 8 on the 1<sup>st</sup> September in the year of entry
- 11+ Entry is for candidates aged 11 and below the age of 12 on the 1<sup>st</sup> September in the year of entry
- 13+ Entry is for candidates aged 13 and below the age of 14 on the 1<sup>st</sup> September in the year of entry
- 16+ Entry is for candidates aged 16 and below the age of 17 on the 1<sup>st</sup> September in the year of entry

If, on occasion, places become available at other stages, these will be dealt with on a case by case basis and appropriate entrance tests set.

To be considered for entry, students should be at the ages stated above. Any exceptions will be at the discretion of the Head.

#### **4.2 Special Circumstances**

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

- If they are unwell when taking tests or have had a lengthy absence from school
- If there are particular family circumstances such as a recent bereavement
- If there is a relevant educational history, for example education outside the British system.

The Parents should inform the School as soon as possible if any of these apply. Illness on the examination day must be supported by a medical certificate.

In any of these cases, the School will request further information such as a medical certificate and any associated correspondence or details from the student's current school (including samples of work) as the School considers necessary to make a fair assessment.

When registering their child, and at any subsequent time, the Parents must disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities or learning difficulties. Incomplete registration information may result in a delay in or suspension of the application.

Offers of a place are subject to availability and the School being able to meet and continue to meet the Student's needs.

#### **4.3 Acceptance of a Place**

All offers are made subject to satisfactory completion of the relevant period of time at their current school. The permanent or temporary exclusion of a student by their current school between the date on which an offer is made and their arrival at the school will invalidate the offer. Waiver of this clause is exclusively at the discretion of the Head.

## 5 Record Keeping and Confidentiality

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

A confidential admissions record will be kept for each candidate.

### 5.1 Admission register:

For students admitted to the School, the School will:

- maintain the admission register; and
- inform the local authority of any student who is going to be added to or deleted from the School's admission register, including any leavers at non-standard transition points in accordance with the requirements of the Education (Pupil Registration) (England) (as amended).

The records created in accordance with this policy may contain personal data. The School has a number of privacy notices which will explain how the School will use personal data about students and parents. The privacy notices are published on the website.

# Appendix A

## Admissions Process at Haberdashers' Boys' School

### 1. The Entry Procedure

Haberdashers' Boys' School is an academically selective school. Selection is based primarily on academic merit, which is assessed through an entrance examination, an interview at Haberdashers' Boys' School and references obtained from the student's previous school. Parents wishing to register their child for a place should complete an online registration form and pay a non-refundable fee of £150 (£200 for overseas applicants). This process is designed to identify students who are not only able enough to benefit from the academically challenging education the School offers, but who also have the enthusiasm to play a full part in the School's extensive programme of activities beyond the classroom.

The standard points of entry are:

- 4+ (Reception)
- 7+ (Year 3)
- 11+ (Year 7)
- 13+ (Year 9)
- 16+ (Sixth Form)

### 2. The Assessment Process

The first entry point is Reception.

#### **4+ (Reception)**

Approximately 40 places.

Stage 1: In December prior to the year of entry, all applicants are invited to a playgroup session.

Stage 2: In January of the year of entry, a selected number of candidates are recalled for a further assessment. Parents will also have the opportunity to meet the Head and/or a member of the Senior Leadership Team.

#### **7+ (Year 3)**

Approximately 20 places.

Stage 1: All candidates will take an entrance examination in Reading, Writing, Mathematics and Reasoning in the Autumn Term prior to the year of entry.

Stage 2: Candidates selected for Stage 2 will be asked to attend a further assessment at the School. Parents of candidates selected for Stage 2 will have the opportunity to meet the Head of the Preparatory School and/or members of the Senior Leadership Team.

#### **11+ (Year 7)**

Approximately 100 places.

Stage 1: All candidates take the School's 11+ entrance examination in the autumn term prior to the year of entry. The test is done on a computer and covers verbal and non-verbal reasoning, English and Maths.

Stage 2: Candidates will be called for interview in mid-January on the basis of their performance in the entrance examination. Candidates are not required to bring books, projects or other work with them to interview, but the School asks one or both Parents to attend at this time, in order to have an informal opportunity to meet members of the Leadership Team. Parents who have applied for a bursary will also be interviewed by a member of the Finance Team.

### **11+ Deferred Entry**

Deferred entry is only for Students from [13+ Prep Schools](#) in the UK. This means that Students in Year 6 may take the [11+ entrance exam](#) and if offered a place may choose to defer their place to Year 9.

It is important to be aware that Habs Boys' School remains predominantly an 11+ school.

Candidates who are unsuccessful at this stage are welcome to reapply at 13+.

### **13+ (Year 9)**

Approximately 20 places.

Stage 1: Candidates take the School's 13+ entrance examination prior to the year of entry. The exam consists of English, Mathematics, Science and General Humanities, which is a source-based, not a syllabus-based paper.

Stage 2: A number of candidates are called for interview on the basis of their performance in the entrance examinations. Parents who have applied for a bursary will also be interviewed by a member of the Finance Team.

### **(f) 16+ (Sixth Form)**

Stage 1: All candidates will take a general paper and those students looking to study Maths, Further Maths, Chemistry, Physics or Computer Science will be asked to sit a Maths paper. Art and Design & Technology candidates will be asked to bring in their portfolio should they be invited to the interview stage. Candidates wishing to study Languages will sit a short languages competency paper.

Stage 2: A selected number of candidates from Stage 1 will be invited for interview. The candidate's parents will have the opportunity to meet the Head and/or another member of senior staff during the process.

### **Conditions of Offer:**

Applicants will require, as a minimum, 9 GCSEs including Mathematics and English at Grade 7. In the subjects to be studied at A level we will also ask for at least Grade 7. In addition, for the subjects below, the following are minimum grade requirements:

- A minimum of Grade 8 in Maths for all STEM subjects, such as Maths, Biology, Chemistry and Physics, although we would recommend a Grade 9.
- A minimum of Grade 8 in Maths (Grade 9 preferred) to study Economics or Computing.

- A minimum of Grade 8 in a related subject such as RS, English or History to study Politics or Philosophy.
- A Grade 9 in Maths GCSE to study Further Maths.

**Further Information:**

Students may apply to take three or four A level subjects. Four A Levels is a considerable undertaking but may be suitable for students who are highly motivated and determined to work very hard. In addition, students complete the Habs Diploma, which draws from the best elements of the IB.

Every Sixth Former is taught at least one subject in a mixed-gender class, which may be taught at either senior school.

**3. School References**

At all points of entry, the candidate's current nursery/school may be asked to provide a written reference or school report, detailing evidence as appropriate of the candidate's ability, attitude and behaviour, involvement in the school community, aptitudes and interests, and any other special circumstances.

## Appendix B

### Admissions Process at the Haberdashers' Girls' School

#### 1. The Entry Procedure

Haberdashers' Girls' School is an academically selective school. Selection is based on academic potential which is evaluated through either an assessed activity session, entrance examination, family meeting and/or interview, depending upon the entry point. Parents wishing to register their child for a place should complete an online registration form and pay a non-refundable fee of £150 (£200 for overseas applicants). References may be requested from the candidate's previous nursery/school. The process is designed to identify candidates who are not only able enough to benefit from the academically challenging education the School offers, but who also have the enthusiasm to play a full part in the School's extensive programme of activities beyond the classroom.

The standard points of entry are:

- 4+ (Reception)
- 7+ (Year 3)
- 11+ (Year 7)
- 16+ (Sixth Form)

#### 2. The Assessment Process

##### 4+ (Reception)

Approximately 40 places.

Stage 1: In December, the year prior to the entry, all applicants are invited to an assessed activity session based on the characteristics of effective learning which underpin the Early Years Foundation Stage Profile.

Stage 2: In January, a selected number of candidates from Stage 1 are invited, with their Parents, to meet the Head of the Junior School and another member of the Junior School Leadership Team. This is an opportunity for both Haberdashers' Girls' School and the family to establish whether they share the same educational values and priorities.

##### 7+ (Year 3)

Approximately 10 places.

Stage 1: All candidates will be invited to a group activity and assessment session during the Autumn term where they will take part in a range of activities including a group discussion and classroom-based activities in Reading, Writing and Mathematics.

Stage 2: In December, a selected number of candidates from Stage 1 are then invited back for a session which involves individual work with a member of staff. Parents also have a

chance to meet with the Head of the Junior School and another member of the Junior School Leadership Team. We aim to gauge candidates' intellectual curiosity, their instincts and attitudes to the co-curricular life of the School, their teachability, their inter-personal skills and their behaviour, during the interviews and at other times. References will be sought at this stage from the candidate's current school.

### **11+ (Lower 4 / Year 7)**

Approximately 80 places.

Stage 1: all candidates take an entrance examination in December consisting of written papers in English and Mathematics.

The English exam comprises two sections. Section A consists of a selection of reading materials from a range of genres, both fiction and non-fiction. Candidates are asked to respond to a variety of questions to enable the School to evaluate their understanding and analytical skills. In section B, candidates are asked to respond to one of a selection of directed writing tasks to give them an opportunity to demonstrate their ability to write effectively for a specific purpose and audience.

The Mathematics exam is designed to test the candidate's ability to think mathematically and logically. It may cover addition, subtraction, multiplication and division, with application to fractions, decimals, percentages, the metric system of weights and measures, the 12 and 24 hour clock, time problems, and questions involving geometric shapes and bar graphs. The use of calculators is not allowed.

Stage 2: a selected number of candidates from Stage 1 are called for interview in January. The meetings will consist of a one-to-one meeting with a member of senior or teaching staff followed by a group task with two or three other candidates. There may be a further meeting with a member of the English or Maths department if more information about the candidate's ability in these subjects is required. While the candidate is being interviewed, their Parents will meet the Head and senior members of staff with a small group of other parents. These meetings are an opportunity for both School and family to establish whether they share the same educational values and priorities. They are also an opportunity for the School to learn more about the candidate from their Parents.

### **16+ (6th Form)**

Stage 1: All candidates will take a general paper and those students looking to study Maths, Further Maths, Chemistry, Physics or Computer Science will be asked to sit a further Maths paper. Art and Design & Technology candidates will be asked to bring in their portfolio should they be invited to the interview stage. Candidates wishing to study Languages will sit a short languages competency paper.

Stage 2: A selected number of candidates from Stage 1 will be invited for interview. The candidate's parents will meet the Head and/or another member of senior staff during the interview day.

### **3. School References**

At all points of entry, the candidate's current nursery/school may be asked to provide a reference detailing evidence as appropriate of the candidate's ability, attitude and behaviour, involvement in the school community, aptitudes and interests, and any other special circumstances.