

## **HANFORD SCHOOL ADMISSIONS POLICY**

1. Girls may enter the school in any year and may be of any age with entirely different standards of previous schooling and with varying abilities and requirements.
2. Parents are informed about the ethos, aims and organisation of the Schools through the prospectus, the website [www.hanford.dorset.sch.uk](http://www.hanford.dorset.sch.uk) and through a tour of Hanford during which they meet various members of staff.
3. The Headmaster supervises the admissions' procedure.
4. We operate a non-selective entry procedure, and admit girls regardless of race, religious views or physical ability.
5. When parents wish to place their daughter's name on the waiting list, they must complete and return the Entry Form, which must be accompanied by a £40 non-refundable registration fee.
6. Formal offers of places are made to prospective parents within the year before the date of arrival.
7. The school has limited facilities for the disabled but will do all that is reasonable to meet its responsibilities as outlined in the *Special Educational Needs and Disability Act, 2001*. Where applicants have some form of disability or special educational need, parents must inform the school, in writing, when making an application for a place at the school. The school will discuss with the prospective parents about any possible adjustments which can be made to ensure that the school can cater adequately for the girl.
8. During the admissions process any learning difficulties must be made known to the School.
9. If the parent chooses to accept a place, a deposit and written acceptance of the School's Terms and Conditions are required. The deposit is refundable during the child's first term at Hanford or if a full term's notice is given.
10. Bursaries are available. Application forms are available from the School Office.

N.S. Mackay  
Headmaster

September 2011