



Halliford
School
SHEPPERTON

Admissions Policy

June 2023

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Vision

To be acknowledged as the small independent school of choice for 11-18 year olds, where we are proud to belong to a thriving, happy and aspirational community that is committed to each student as an individual.

Mission Statement

Halliford is a school based on strong family values where we know and respect every student as an individual. We encourage and support Hallifordians to flourish and become the best version of themselves that they can possibly be.

We aim for excellence by being academically ambitious but at the same time academically sensitive.

We inspire Hallifordians within a community that is founded on high quality teaching and learning, outstanding pastoral care and first-class sporting, cultural and co-curricular opportunities.

Values

- Intellectually curious
- Respectful
- Warm-hearted
- Team players
- Creative
- Resilient

Aims

- To provide a stimulating learning environment for boys 11-18 and girls 16-18 where we promote academic excellence and provide opportunities to realise the full potential of every individual to become the best version of themselves.
- To provide a warm-hearted family ethos in which every student is known and valued as an individual.
- To enable each individual to discover and develop his / her talents, character, creativity, resilience and ability to work within a team by providing a balanced and wide-ranging co-curricular programme.
- To create an environment in which all members of the school community feel supported and valued and able to contribute positively to the lives of others by providing a framework of outstanding pastoral care.
- To equip our students for the world they will encounter beyond Halliford School.

Introduction

Halliford School is a small independent school for boys from ages 11 to 18 and welcomes girls to join the Sixth Form, from ages 16 to 18.

We recognise that deciding on the right school for your child is very important, and we believe that a personal visit to appreciate all that Halliford School has to offer is invaluable. We very much hope that you and your child will visit us to be able to come and explore all that we have to offer.

We usually hold a number of open events across all three terms. These include Open Days on a Saturday when the whole school is alive with activities for prospective students to take part in and to meet with students and members of staff. We also have Visitor Mornings which offer an opportunity to see the school in action. At all Open Events there is an opportunity to hear from the Headmaster and groups of students from different year groups about what life as a Hallifordian is like. Dates are published in advance on our website here: [Visit Halliford School, Shepperton](#) We are also very happy to welcome prospective parents and their children at other times for a personal tour. Please contact the School's Registrar, Mrs Fran Clatworthy on 01932 223593 or via email, registrar@hallifordschool.co.uk to arrange a visit.

We have also prepared a series of videos and a drone fly through of the school for prospective parents and students to enjoy and all of these can be found on our website under the admissions pages [Admissions Halliford School, Shepperton](#)

The Entry Process

Halliford School is an academically selective school. However, we seek to make our admissions process as accessible as possible and it has been designed with the needs of prospective students at its heart. Our selection process is designed to identify students who are able to benefit from our balanced and well-rounded education, and to make a positive contribution towards the life of Halliford School.

The usual points of entry are at 11+/Year 7, 13+/Year 9 and 16+/Lower Sixth. The School may also have occasional places at other ages. Please contact the Registrar for further details.

Applicants for admission should register by the published closing date of the year preceding the desired year of admission. The School's registration form is available on the School's website and from the Registrar. [The Halliford Entrance Process | Halliford School, Shepperton](#)

Equal Opportunities

Halliford School's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our students for today's world. Generous bursaries are offered in order to make it possible for as many as possible who meet the School's admission criteria to attend the School. The School's provision for bursaries is described in detail later in this Policy.

Halliford School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background.

Special Educational Needs and Disabilities

Halliford School does not unlawfully discriminate in any way regarding entry. The School welcomes students with disabilities and/or special educational needs, provided we can offer them any support that they require, and provide effectively for any additional needs and that our site can accommodate them. We aim to ensure that all our students, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

Our policy is to apply our admission criteria to all potential students. We require parents of children with special educational needs or physical or mental disabilities to discuss their child's needs with the School before they sit the entrance examination so that we can make adequate provision for them. Parents should provide with the registration form a copy of any Educational Psychologist's report or a medical report if they have one. This is so that the School can assess their child's needs and consult with parents about the adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to access the education offered, and that we are able to ensure their health and safety, and the health and safety of others.

Where a prospective student is disabled, the School will discuss with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if they become a student at the School, to ensure that the prospective student is not put at a substantial disadvantage compared to a student who is not disadvantaged because of a disability.

There may be 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 student is not going to be able to access the education offered, or that their health and safety or those of other students or staff may be put at risk, we may not be able to offer a place at the School.

Registration

Before a child can be considered for a place at Halliford a registration form must be completed and returned to the Registrar together with a non-refundable fee. Registration forms are available on the website or from the Registrar. [The Halliford Entrance Process | Halliford School, Shepperton](#)

The Admissions Process

The overarching aim of the process is to identify potential. Halliford School is looking for 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 School has strong traditions in sport, music, drama, art, debating and many other opportunities. We offer a wealth of co-curricular activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for our Entrance Examinations is needed; all candidates start on an equal footing, with identical opportunities to display their individual character and academic potential.

The admissions process starts with an interview which takes place before the Entrance Examination for the vast majority of candidates.

The next step is the completion of the papers at our Entrance Examination Day (please see below for further details).

Finally, Halliford School will ask for a reference from the candidate's current school.

All of these factors are taken into consideration when deciding which students will be offered a place to join the school.

Entrance Examination

11+ (Year 7) Entry (Candidates currently in Year 6)

Candidates will sit papers in English, Mathematics, Verbal and Non-Verbal Reasoning.

English: this paper is in three parts – comprehension, creative writing and a section on spelling, punctuation and grammar.

Mathematics: this is based on National Curriculum level 4 and is a multiple choice paper with some extended questions in the final section where full working out must be shown.

13+ (Year 9) Entry (Candidates in Year 6 – seeking entry in later years)

This test is similar in format to the 11+ entry examination. Unconditional places will be offered based on the result of these tests.

13+ (Year 9) Entry (Candidates in Year 7 - seeking entry in later years)

If there are places available, candidates will sit age appropriate tests in English, Mathematics, Verbal and Non-Verbal Reasoning.

13+ (Year 9) Entry (Candidates in Year 8 - seeking entry in next academic year)

If there are places available, candidates will sit age appropriate tests in English, Mathematics, Verbal and Non-Verbal Reasoning.

Entry at other points in the School

Students occasionally enter Halliford at other age points if there are vacancies. The entry procedure is, in principle, the same as for the stages described above.

Sixth Form Entry

Students from outside Halliford School are warmly encouraged to apply to enter the Sixth Form to study for A levels. Entry into the Sixth Form is based on a satisfactory report from the previous school, an interview with the Headmaster (or Deputy Headmaster) and the Head of Sixth Form, and a minimum of five GCSEs at grades 5 – 9, including English and Mathematics.

Prospective students are encouraged to visit the School either during the main school open days or, preferably, by attending the Sixth Form Open Evening in October. This will give them the opportunity to discuss Sixth Form options with members of the academic staff and to meet with the Head of Sixth Form. Alternatively, a personal tour can be arranged by contacting the Registrar.

Sibling Policy

The family nature of the School is underlined by the fact that brothers and sisters are usually offered a place as long as they meet the minimum academic entry requirements. In addition, parental commitment to the School and its ethos is as important a factor as academic success when offers of places are made.

Sibling Discount

At Halliford, we believe in strong family values, and in support of that we are delighted to offer a sibling discount to families who have three children enrolled concurrently at the school. The discount of 50% applies to the eldest child's tuition fees. The discount ceases when the eldest child leaves the School and only two children remain enrolled at the school. Families with more than three children enrolled concurrently at the School will be considered individually by the Bursar.

Scholarships

Halliford school offers a range of scholarship opportunities to those joining the school at 11+, 13+ and for entry into the Sixth Form. Applications for Scholarships at 13+ are only available for candidates applying in Year 6.

Scholarships are designed to reward excellence and to celebrate exceptional talent. In recognition of this achievement, the scholar is offered up to a 10% reduction in the fees throughout his/her time at Halliford School. Parents are asked to indicate on the Registration Form whether they wish to apply for a scholarship. Details of the arrangements will be sent to all who express an interest.

We encourage parents of scholars who anticipate that they will experience difficulty in meeting the balance of the tuition fees to apply (at the same as registration of their child) for one of the School's means-tested bursaries described below.

A scholarship may be withdrawn in accordance with the terms upon which such award is made or in accordance with the School's Terms and Conditions.

Academic Scholarships

Candidates may not apply for an Academic Scholarship. Invitations from the Headmaster to apply for an academic scholarships are sent to candidates who have performed at a very high level in the 11+ / 13 + entrance examinations.

Sixth Form Academic Scholarships are available to those students who apply having gained all Grade 8 or 9s in the GCSE examinations.

Art Scholarships

Awards will be made based on the portfolios submitted by candidates and a practical examination held at Halliford School. Portfolios must demonstrate a high level of personal achievement. The practical test will consist of a drawing test from still-life objects and an interview with the Head of Art.

All candidates will also be expected to reach an appropriate standard in the main Entrance Examination.

Drama Scholarships

Candidates will be asked to demonstrate excellence in Dramatic Performance. They will be expected to demonstrate a strong appreciation of theatre, an understanding of production issues and knowledge of theatre outside the school context.

Candidates will be asked to perform a monologue piece of their choosing from a published play up to 2 minutes. Candidates should also expect to be assessed in a group setting where improvisation skills will be observed. Candidates will be asked about the performance they have given, previous performances (where appropriate) and their ambitions in this area. All candidates will also be expected to reach an appropriate standard in the main Entrance Examination.

Music Scholarships

Music scholarships are awarded to outstanding musicians who play any instrument or sing with exceptional ability. Candidates must obtain a specialist reference from their current Head of Music at their school or their music teacher. They will be required to perform two short pieces on two different instruments / voice. Candidates should be aiming to present pieces that are at least Grade 4 standard in their principal instrument / voice.

There will also be some music theory questions, together with aural and sight-reading tests. There will also be a short interview with the Director of Music. They will be expected to demonstrate enthusiasm for and commitment to music and will be expected to make a contribution to the musical life of the School throughout their time at the School. All candidates will also be expected to reach an appropriate standard in the main Entrance Examination.

Sports Scholarships

Sports scholarships are awarded to outstanding, all-round sportsmen/women who have achieved a high level of competence in one or more sports. They will be assessed by the Director of Sport and will be expected to demonstrate qualities of leadership and team play of a very high order. Candidates will be required to provide a specialist reference from their current Director of Sport / Coach. They will be expected to make a contribution to the sporting life of the School throughout their time at the School. All candidates will also be expected to reach an appropriate standard in the main Entrance Examination.

Bursaries

Halliford School's bursary programme is generous and is designed to make it possible for as many as possible of those who meet our entry criteria to take up a place here. The School offers a number of means-tested awards annually to entrants at the usual points of entry, where the parents have indicated on the registration form that they require financial support. Bursaries are means-tested in accordance with the criteria published on the School's website from time to time. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need and are awarded at the Governors' discretion in light of the bursary funds available. The School uses an external company to conduct the due diligence required in order to award Bursary funding.

Application for a bursary is confidential and made through the Bursar. Once awarded, bursaries are reviewed annually and may be withdrawn, or modified, if circumstances have significantly changed since the bursary was initially awarded or if the pupil concerned is not meeting the standards expected. Families are required to provide fresh information about their circumstances for every year that their child attends the School. Levels of support may vary with fluctuations in income or wealth.

For further details and a Statement of Financial Circumstances Form, please contact the Fees Assistant either via email fees@hallifordschool.co.uk or telephone [01932 234923](tel:01932 234923).

A bursary may be withdrawn in accordance with the terms upon which such award is made or otherwise in accordance with the School's Terms and Conditions.

Overseas Applicants

We welcome overseas students, who can study at Halliford School, provided that they have the legal right to enter and study in the UK, and that they have a relative or responsible adult living in the UK with whom they can live with.

In most cases we would ask that those applying to the School from overseas endeavour to attend for the Entrance Examination in person. However, where this is not possible a discussion with the Registrar should take place in advance so that suitable arrangements can be put in place.

Fluency in English

In order to cope with the academic and pastoral requirements of Halliford School, students must be fluent English speakers. Normally students should have been educated in the English medium for at least six years before coming to the School. Tuition in English as an Additional Language (EAL) can be arranged at the parent's expense.

Religious Beliefs

Halliford School welcomes applications from prospective students of all faiths and of no faith.

The School does not select for entry on the basis of religious belief, and it offers the opportunity for any students who wish to, to practise their own faiths.

However, parents should be aware that there is compulsory Christmas and Easter Service in the Parish Church that all students are expected to attend.

School's Terms and Conditions

The School's Terms and Conditions will be made available to parents as part of the admissions process.

Complaints

The School's Complaints Procedure is not available for use by prospective parents / students.

Records and Review

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice.

The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose. This will generally be no more than 9 months following an unsuccessful application, but reasons to retain for longer might include e.g. if the parents express an interest in the candidate re-applying for any reason at a later date, or in the potential candidacy of another sibling; or to deal with any ongoing matters or queries arising from the application.