



The Mill Hill School Foundation
Walker House, Millers Close, The Ridgeway, Mill Hill, London NW7 1AQ

Mill Hill School
Belmont, Mill Hill Preparatory School
Grimsdell, Mill Hill Pre-Preparatory School
The Mount, Mill Hill International

Admissions Policy

Independent Co-educational Day School for Pupils aged 3 to 18 years and Boarding School for Pupils aged 13 to 18 years

Effective October 2019

Key Points of the Admissions Policy

Purpose	<ul style="list-style-type: none"> To ensure compliance with the School's charitable purposes; To identify and admit children who will benefit from the academic education provided and who will contribute to and benefit from the ethos and activities of the School.
Equal Treatment	<ul style="list-style-type: none"> All candidates for admission will be treated equally, irrespective of their, or their parents', race, gender, language, religion, political or other opinion, national or social origin, association with a national minority, sexual orientation, property, birth or other status; The School has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 in order to accommodate the needs of applicants who have learning difficulties/disabilities, physical or mental impairment disabilities as defined by the Equality Act 2010, including those with an Education, Health and Care Plan, for which, with reasonable adjustments, the School can cater adequately ; Pupils for whom English is an Additional Language 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.
Admissions Procedures	<ul style="list-style-type: none"> Entry points are at Nursery, Reception, 7+, 11+, 13+, 14+ and 16+, with occasional vacancies in other year groups; Admission will be subject to the child satisfying the relevant entry requirements in place at the time and the availability of a place and will be dependent on a satisfactory reference from the previous educational setting; Candidates for Grimsdell attend an informal assessment conducted in the presence of their parents; Candidates for Belmont attend an assessment day which includes an interview, observed interaction with peers and an academic test; Candidates for Mill Hill School at 13+ attend an assessment day which includes an interview, observed interaction with peers and an academic test; UK candidates for Mill Hill School at 16+ attend general and academic interviews following an assessment of their predicted GCSE grades and an offer of a place will be conditional upon their performance at GCSE; Overseas candidates for Mill Hill School at 16+ take academic tests and, if successful, undergo a general interview, and an offer of a place will usually be unconditional; Candidates for The Mount, Mill Hill International take placement tests and, if successful, undergo a general interview.
Progression in the Foundation	<ul style="list-style-type: none"> It is assumed that a pupil will, subject to conduct and academic attainment, progress through the Foundation and complete the Upper Sixth year at Mill Hill School; Notwithstanding, progression from Grimsdell to Belmont is dependent on internal assessment and the advice of the Head of Grimsdell; Progression from Belmont to Mill Hill School is dependent on internal assessment and the advice of the Head of Belmont; Progression into the Mill Hill School Sixth Form is dependent on the GCSE grade requirements at the time; Progression from The Mount, Mill Hill International is possible at 14+ and 16+ and is based on an assessment of academic progress and pastoral suitability at The Mount, Mill Hill International together with an interview process at Mill Hill School.

The above Key Points are a synopsis and are not intended to replace the policy. The policy must be read and followed in the event that it needs to be applied. If the Key Points are found to be in conflict with the wording of the full policy, the policy takes priority.

The Mill Hill School Foundation Admissions Policy

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.

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. The Foundation has a Christian ethos and is proud of its non-conformist traditions. The Foundation community is made up of children, parents, legal guardians, education guardians, members of staff and governors from many different races, creeds and background. The Foundation is a selective co-educational School for pupils aged 3 to 18 years.
- 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 School community. The School will admit only children who have met the academic criteria.

Equal Treatment

The School welcomes children from many different ethnic groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of the School community and the rights and freedoms of others. All candidates for admission will be treated equally, irrespective of their, or their parents', race, gender, language, religion, political or other opinion, national or social origin, association with a national minority, sexual orientation, property, birth or other status. The School expects all of its pupils to attend, as and when required, its Chapel services and School assemblies which are fundamental to the School's Christian ethos.

Disability, Learning Difficulty/Disability and Special Educational Needs

The School has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 in order to accommodate the needs of applicants who have learning difficulties/disabilities, physical or mental impairment disabilities as defined by the Equality Act 2010, including those with an Education, Health and Care Plan, for which, with reasonable adjustments, the School can cater adequately.

The School needs to be aware of any known learning difficulty/disability, other disability or special educational need which may affect a child's ability to take full advantage of the education provided at the School. Parents of a child who has any learning difficulty/disability, other disability, special educational needs or an Education, Health and Care Plan should provide the School with full written details at registration, or subsequently before accepting the offer of a place.

The School needs this information so that, in the case of any child with particular needs, the School can assess those needs and consult with parents about the adjustments which can reasonably be made to cater adequately for the child's needs both during the admission process and if an offer of a place is made.

Similarly, if learning difficulties/disabilities, special educational needs, another disability or Education, Health and Care Plan become apparent after admission, the School will consult with parents about reasonable adjustments that may allow the child to continue at the School.

Pupils for whom English is an Additional Language

Pupils for whom English is an Additional Language 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 is then 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.

Procedures

Summary: The School's admissions procedure is as follows -

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

Admission and entry will be subject to the availability of a place and the pupil satisfying the admission requirements at the time. The School operates an equal treatment policy. Admissions at Belmont and Mill Hill School are determined on a competitive basis according to the testing, interview and selection procedures in place at the time.

It is assumed that a pupil will, subject to conduct and academic attainment, progress through the School and complete the Upper Sixth year at Mill Hill School. A pupil who is moving from Grimsdell to Belmont School will be required to show an ability to do so through internal assessment and the advice of the Head of Grimsdell. A pupil who is moving from Belmont School to Mill Hill School will be required to show an ability to do so through internal assessment and the advice of the Head of Belmont. When it is thought appropriate parents will be consulted before the end of the Spring Term of the relevant year of transfer if there appears to be any reason why the pupil may be refused a place at the next stage of the School or if the pupil is required to repeat a year. A pupil moving into the Sixth Form will be required to satisfy the relevant academic entry criteria at the time.

Entry points: These procedures apply at the main points of entry: Nursery, Reception, 7+, 11+, 13+, 14+ and 16+ and also to candidates for occasional vacancies in any other year group.

Entry tests: These are stated in the entry procedure to each School.

Character reference: At entry at Nursery level a Report may be sought from the previous Nursery if appropriate. At other entry levels the Head of the candidate's current school will be asked to provide a written reference as to the candidate's academic ability, attitude and behaviour, involvement in the school community, talents and interests, and any other special circumstances such as special educational needs, an Education, Health and Care Plan or disability. The reference may also include the results of tests taken at the school (such as NFER or SATs) and predicted grades at GCSE (if appropriate).

Candidate's age: Very occasionally, the School may offer places to pupils one year ahead or behind their standard year group, if the School considers, as a matter of professional judgement that this would be in the best interests of the pupil and the School.

Admission to Grimsdell, Mill Hill Pre-Preparatory School

Pupils being considered for a place at 3+ and 4+ will attend an informal assessment with the Head and a member of Early Years teaching staff, in the presence of his or her parents. In order to be offered a place or put onto the waiting list, children are required to demonstrate age appropriate development during the assessment and a natural interest in learning. Priority for places will be given to siblings who meet this criteria, followed by those children who are considered to be most suited to the balance of structure, breadth and pace that we offer at Grimsdell and are likely to progress successfully through the Foundation. The assessment will include an informal interview with the parents that will cover such matters as the child's development, nursery or playgroup experience, if applicable, and any areas of strength or special needs. During the assessment there will be an opportunity for the child to access a range of play-based activities and materials. They will be invited to explore these with a member of our teaching staff, following the child's lead. The child will be observed in this context to assess his or her speech and language, mathematical and phonological awareness, motor skills, coordination and behaviour bearing in mind the child's age and first language. We are also equally interested in social and emotional development, creativity and the ability to think for themselves and demonstrate age appropriate independence. Consideration will also be given to any reports from his or her previous nursery if applicable.

During the Nursery year pupils are assessed and monitored. It is expected that a pupil will progress into Reception and through the School. A pupil who is moving from Nursery to Reception will be required to show an ability to do so through internal assessment and the advice of The Head of Grimsdell and the Nursery staff.

In the event of occasional places becoming available in Year 1 and Year 2, these are offered subject to an informal interview and an assessment of the child. The assessment will consist of the observation of the child in class for a morning when he or she will be given a Maths and English exercise to complete and a reading test. A recent report will be sought from the child's present school. A place will be offered to a child who, upon assessment and consideration of the previous school report, demonstrates that they will benefit from the pace and content of our curriculum and who is deemed suitable for transfer to Belmont.

Occasional places for pupils in Reception and Nursery will be handled in the same manner as our general intake for these year groups, in date order with priority given to siblings. During the informal assessment the child will need to demonstrate a suitable level of development for their age.

Admission to Belmont, Mill Hill Preparatory School

The main entry points to Belmont are Year 3 (7+) and Year 7 (11+).

Entry to Year 3

Places are offered to boys and girls after the child has been interviewed, undertaken a series of assessments and the School has received a confidential reference from the child's Head Teacher. The interview consists of a general discussion about hobbies and interests with an experienced member of staff and includes a reading test. The children will also be assessed on their vocabulary, ability to listen, concentrate and interact socially with their peers, in both a formal and informal setting.

The written assessment tests their ability to write a short piece of prose with correct spelling and punctuation. The assessment of mathematical ability is at an age appropriate level and includes topics covered at Key Stage 1 of the National Curriculum.

Entry to Year 7

As described for entry at Year 3, places are allocated to boys and girls after an assessment day, in the November before entry. The assessment day will include a range of different activities that attempt to assess the whole child and gauge their suitability for the Mill Hill Foundation. The assessment will consist of the following:

- 1) A two part group interview - which assess' academic capabilities and then interests, hobbies and personal achievements
- 2) A lateral thinking assessment - Testing the ability to work within an unfamiliar setting within a group situation.
- 3) An online line academic test that measures verbal, numerical and non-verbal skills.
- 4) A written response to a stimulus under timed conditions- 15 minutes
- 5) A confidential reference from the child's Head Teacher.

The assessment process aims to close the gap between children who have benefitted from tutoring and those who have not.

Places at other ages occasionally become available. Assessment follows the same procedure as described above, the written papers and the depth of interview being adjusted according to the age of the candidate.

It is assumed that once admitted to the School, a child making satisfactory progress and with a record of good behaviour, will move through the Foundation. Internal assessment takes place at regular intervals and the parents of a child whose progress gives cause for concern will be informed.

Occasionally parents may be advised that transfer to the senior school is not in the child's best educational interests and in this circumstance the School would help parents find an alternative school.

Admission to The Mount, Mill Hill International

Places at The Mount, Mill Hill International are offered according to date of registration. Once registered, candidates are required to sit the School 's placement tests in English, Mathematics and the candidate 's mother tongue. The School also requires a confidential reference from the child's present school. The results of these tests will determine whether an interview, either in person or via Skype, will be offered to the candidate. The interview, together with the School placement test results and the last two years' school reports will form the basis on which to decide whether the School can offer the child a place or not. Successful candidates, depending on the level of English and the age of the child, will be offered a suitable course within The Mount, Mill Hill International.

Pupils will be re-tested upon entry and should the English level of the pupil not match the level as tested during the admissions process, an alternative course within The Mount, Mill Hill International will be offered.

Admission to Mill Hill School

UK Applicants

Entry to Fourth Form (13+, Year 9) and to the Remove (14+, Year 10)

Once registered, the School assesses candidates in advance for a 13+ place. This takes place in Year 6 ('Year 6 Track') and is now the principal means by which pupils from outside the Foundation gain admission to the School. (Previously the principal means was by traditional examination and interview in Year 8, which was known as 'Year 8 Track'.)

Year 6 Track Candidates attend an assessment day which includes an interview, observed interaction with peers and an academic test in the form of an online aptitude test entitled CEM Select Evaluate which is provided and marked by the Centre for Evaluation and Monitoring, a research division of the University of Durham. The School also requests a confidential reference from the child's present school which the School will use, together with the interview and aptitude test results, as the basis on which to decide whether the School can offer a child a place or not. Those who receive the offer of a place following early testing will be expected to maintain a satisfactory level of performance through to the end of Year 8 at their prep school.

The School continues to offer a small number of vacancies for candidates in Year 8 to enter the Fourth Form (Year 9) and for candidates in Year 9 to enter in the Remove (Year 10). For these, and other chance vacancies, a traditional testing route applies. Candidates will sit the School's entrance examinations in English, Mathematics, Science and French. There is also an optional paper in Latin which candidates may choose to sit. Candidates who have not previously studied French may be excused the requirement to sit this paper, and parents of such applicants should contact the School to discuss the matter at the time of their application. For those successful in the examinations, an interview then follows. The School also requests a confidential reference from the child's present school which the School will use, together with the interview and examination results, as the basis on which to decide whether the School can offer a child a place or not.

Entry to Sixth Form (Year 12)

Once registered, applicants resident in the UK are required to come to the School for interviews (normally, one with a senior member of staff together with subject-specific interviews with other members of staff). The School also requests a confidential reference and the most recent two sets of reports from the candidate's present school which the School will use, together with the interview and predicted GCSE results (if being sat), as the basis to decide whether the School can offer a child a place or not. Offers to enter the Mill Hill Sixth Form are currently conditional on achieving a minimum of two 7 grades and three 6 grades at GCSE plus 4 grades in English (Language or Literature) and Mathematics at GCSE (or international equivalent). In addition, each Lower Sixth Form subject has its own specific GCSE grade requirement; these are set out in the Sixth Form Curriculum Guide. These entry grades to the Sixth Form are a minimum requirement and may not, in themselves, be sufficient to guarantee the offer of a place.

Overseas Applicants

Entry to Fourth Form (13+, Year 9) and to the Remove (14+, Year 10)

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. Those candidates who meet the minimum English requirement will also take written examinations in English (composition), Mathematics and Science. For candidates who are successful at this stage, an interview in person or via Skype then follows.

Entry to the Sixth Form (Year 12)

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. Those candidates who meet the minimum English requirement will also take a written composition paper. Candidates intending to take Lower Sixth Form courses in any of Mathematics, Biology, Chemistry or Physics are normally required to sit examinations in these subjects. The School may sometimes require a candidate to sit an examination in another proposed Lower Sixth Form subject, where the School feels this is necessary to assess their application effectively. For candidates who are successful at this stage, an interview in person or via Skype then follows.

Interviews at Mill Hill School: These are of two kinds-

General interviews: In all cases there will be a general interview to explore the candidate's interests, attitude to school, personal qualities, ability to contribute to the school community, support available at home and any relevant connection with the School.

Subject interview: At 16+ there are usually subject-specific interviews to assess a candidate's academic ability in particular subjects. Candidates for Art will normally be asked to submit a portfolio of their work. Candidates for Music and Drama will be expected to audition. Details will be given prior to interview.

Interviews will, wherever possible, be conducted in person. In cases where this is not possible (e.g. because a candidate lives outside the UK), they may be conducted by Skype or another suitable means.

Further Information

Progression in the Foundation:

- It is assumed that a pupil will, subject to conduct and academic attainment, progress through the Foundation and complete the Upper Sixth year at Mill Hill School;
- Notwithstanding, progression from Grimsdell to Belmont is dependent on internal assessment and the advice of the Head of Grimsdell;
- Progression from Belmont to Mill Hill School is dependent on internal assessment and the advice of the Head of Belmont;
- Progression into the Mill Hill School Sixth Form is dependent on the GCSE grade requirements at the time;
- Progression from The Mount, Mill Hill International is possible at 14+ and 16+ and is based on an assessment of current academic progress and pastoral suitability at The Mount, Mill Hill International together with an interview process at Mill Hill School.

Special circumstances: The School recognises that a candidate's performance 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;
- If there is a relevant 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 such as a medical certificate or educational psychologist's report and any associated correspondence or details from the pupil's current school (including samples of work) or any family history of dyslexia, as the School 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.

Waiting lists: The Schools are oversubscribed so waiting lists are a feature of the admissions process for some of the Schools. The basis on which waiting lists are operated is as follows for each School:

- **Grimsdell:**

There are two main points of entry into the School: 3+ (Nursery) and 4+ (Reception). The first 70 children to register for either year are placed on the initial registration list. All children on the initial registration list are invited for an interview. However, once the initial registration list is closed, we will open the reserve registration list. We are unable to guarantee that children who have been placed on the reserve list will be invited for an interview and activity session. All children placed on the reserve registration list for 3+ entry, prior to the commencement of the 3+ assessments in November and who are not invited for an informal interview, will automatically be considered for 4+ entry the following year.

Occasionally there are places available in other years and these are called 'Chance Vacancies'. Waiting lists operate for these places and children are called in for assessment in the order they are registered. Siblings will always be given priority for an assessment.

- **Belmont:**

If a child has been placed on the Belmont waiting list, it means the child has done well and passed the test for entry; we just don't have enough places to offer to all of the successful candidates. Some children on the waiting list are ranked higher than others due to stronger performances in the assessment process. If a space does become available, we go to waiting list 1 first, then waiting list 2 etc. When offering from the waiting list, as well as the pupils' assessment performance, the Head will also take into account references from the pupil's current school and consider other factors such as children of teaching staff, sibling connections or parents who are former pupils of the Foundation.

- **Mill Hill School:**

With the phasing out of the Year 8 Track 13+ entry route, we are now only able to consider chance vacancies for candidates in Year 8 who wish to take up a place in the Fourth Form (Year 9). Those interested in being considered for 13+ chance vacancies are invited to register online, paying the appropriate registration fee to cover administrative costs. In the Autumn term prior to the proposed year of entry, registered chance vacancy candidates are invited to sit computer-based assessments using CEM Select and a ranked waiting list is drawn up. It is made clear from the start of the process that, by their nature, chance vacancies are not guaranteed and that after the initial assessment those whose level is below that at which there is any reasonable chance of an offer will not be offered a waiting list place. In addition to the CEM score, we will take account of school reports, a Head's reference and notes from interview where applicable. Other factors taken into account for special consideration are: parent or sibling (current or past pupil in the Foundation); children of teaching staff; Full and Weekly boarding candidates. Chance vacancy places, where arising, will be offered on this basis as and when they may arise in the Spring and Summer terms preceding Autumn term entry, and are subject to the Standard Terms and Conditions.

Additional factors: If the School has to decide between two or more candidates who meet the School's admission requirements after all appropriate allowances and special consideration has been given, the School may give preference to:-

- A child who already has a brother or sister in the School or whose parent is a former pupil of the Foundation;
- A child whose parent is current member of the School teaching staff;
- A child with a particular skill, talent or aptitude.

Last review: Academic Committee November 2019

By resolution of the Academic Committee of the Court of Governors

Signed

Chairman of the Academic Committee of the Court of Governors

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