



Admissions Policy

HHIS reflects the broader society in which we exist so we are an inclusive school that welcomes all children whose needs we are able to meet. This is determined by a combination of an initial interview, previous school reports and discussion with parents.

Year Group Placement

We place students in year groups according to their date of birth. In exceptional circumstances, this initial placement can be out of year group, but only after considerable discussion with the parents and is always at the discretion of the headteacher.

Age of enrolment

We accept children from the age of 3 and they can join us either at the beginning of term or half term, following their 3rd birthday. At this stage, attendance can be for half a day or for full days and these can be extended as the child becomes more settled at school. Prior to admission, all children must be daytime toilet trained and those who attend for the whole day, should have passed the stage of needing a 'nap' in the afternoon.

Flexible Attendance

We can provide flexible attendance times for 3 to 4 year olds, who at the beginning, must attend for a minimum of 2 sessions per week. We can then increase the number of attendance days, subject to consultation between the class teacher and the availability of places.

Students who have English as an Additional Language

The enrolment process also helps us to assess a student's level of English so that appropriate support can be provided. If intensive support is required an additional fee will be charged.

Documents

The following documents are required prior to enrolment:

- HHIS Application Form
- Photocopy of Parent's Passport & Visas
- Photocopy of Child's Passport & Visas
- Photocopy of Child's Birth Certificate

- Photocopy of Previous School Report (if applicable)
- Child's Medical Report
- 2 Photos of Child
- 1 Photo of each Parent, together with photos of any other adult who may collect the children from school.
- Enrolment fee

Waiting lists

As we are a family orientated school, siblings of current students are given priority should there be a waiting list.

Pre-enrolment Visits

We encourage pre-enrolment visits when it is feasible, in order to support a smooth transition into our school.