



## 1. INTRODUCTION

Hutchesons' Grammar School (hereinafter referred to as "the School") is a co-educational, independent day school for pupils aged 3 to 18. It is an all-through school comprising three stages: Pre-School (Nursery and Preschool), Primary (P1 – P7), and Secondary (S1-S6). Our Pre-School and Primary are based at 44 Kingarth Street, Glasgow, G42 7RN. Our Secondary School is based at 21 Beaton Road, Glasgow, G41 4NW.

The School focuses on ensuring our pupils Belong, can Flourish, and so will Achieve their best, wherever their talents lie. We encourage pupils to participate fully in school life and reach their full potential academically while becoming confident and well-rounded citizens of the world.

This admissions policy is intended for all those applying, or considering applying, to Hutchesons' Grammar School. It aims to ensure a fair, consistent, and transparent approach to the admissions process. The Rector has overall responsibility for admissions operations and this policy.

The School will review the entire admissions process explained in this policy from time to time and will amend if/when appropriate. This policy will be reviewed regularly and may be subject to change.

## 2. ADMISSIONS ENQUIRIES

Admissions enquiries can be made through:

- School website by requesting a prospectus, booking a tour, registering for an event, or applying for a place,
- Email to the school with details of the admissions enquiry,
- Phone call to the Admissions Office,
- Registering for and/or attending school open events.

The school holds an annual Open Morning for Primary (usually the first Saturday in October) and Secondary (usually the first Saturday in November). Details of this are publicised on the School's website and social media channels.

Tours of the School are carried out throughout the week and families are guided around our facilities by our pupil tour guides.

Prospective families are welcome to contact the School at any time throughout the year to enquire about a place for their child or children for any year group.

## 3. APPLICATION FOR ENTRY

- 3.1. An application for entry to the School can be made on behalf of any young person of school age or pre-school age from 3 years.
- 3.2. We are proud of our diverse community and welcome applications from all backgrounds. Every application for entry will be given the same and equal consideration, regardless of the applicant's circumstances or background, and in accordance with the Equality Act 2010.
- 3.3. Applications are accepted for every year of school. The most common entry points are Pre-School, P1, P4, P7, S1 and S3.
- 3.4. Places do become available at other entry points throughout the academic year. If applications are received after the scheduled annual assessments (usually January), applicants will be assessed at other points of the year.





- 3.5. No entrance assessment will be undertaken prior to the submission of a completed application form accompanied by the stated application fee.
- 3.6. At the point of application, the school will also ask for recent school reports or other information which may be useful to the school when deciding to offer a place.
- 3.7. Parents and carers applying on behalf of a child are required to disclose any specific needs, educational, physical, medical, or other, of which the school should be aware at the point of application. Failure to do so may result in the withdrawal of any offer of admission,
- 3.8. If applicable, we ask that the child's current school is informed when making an application to Hutchesons' Grammar School,
- 3.9. Accessibility – the School must ensure accessibility for all concerning (a) the curriculum, (b) the physical environment, and (c) communications. All stages of the admissions process will be accessible for all applicants for example, the computer-based assessment is accessible for all regardless of language, learning needs, etc. Reasonable adjustments will be made for other parts of the assessment where required.

Information collected from the application form is used as follows:

- 3.10. To process the application form as smoothly as possible,
- 3.11. To provide the school with the necessary information required to inform its decision,
- 3.12. To inform the school of any circumstances that would require the school to offer additional advice or support,
- 3.13. To assist the school's marketing strategy and track admissions trends by gathering anonymised statistical data.

All information is processed in accordance with the school's Data Protection and Privacy policies.

#### 4. ASSESSMENT PROCESS

In addition to the application form, all prospective pupils will be required to undertake our assessment process. For August entry, the assessment process usually starts in the preceding December and January. An assessment day is usually held in January for all external candidates to sit the formal entrance assessment. The school's assessment process differs depending on year of entry as follows:

- 4.1. Pre-School
  - Although we do not assess for Pre-School, all children are invited for a visit to Pre-School prior to any formal offers.
- 4.2. Primary 1 and 2
  - Formal, observed assessment in class using puzzles and activities to understand where the children are in their learning and development,
  - Current Hutchesons' Grammar School Preschool pupils looking for a place in P1 will be assessed during the preschool day.
- 4.3. Primary 3
  - A chat with our Depute Rector, Lower Primary
  - A formal, observed assessment in class with age-appropriate activities.
- 4.4. Primary 4 to 7
  - A chat with our Depute Rector, Upper Primary



- A computer-based assessment that looks at a child's learning potential. This assesses different areas of learning: verbal reasoning, non-verbal reasoning, spatial reasoning, and quantitative reasoning,
  - A short writing assessment
  - A short reading assessment
- 4.5. S1 and S2
- An informal chat with one of our Depute Rectors,
  - A computer-based assessment that looks at a child's learning potential. This assesses different areas of learning: verbal reasoning, non-verbal reasoning, spatial reasoning, and quantitative reasoning,
  - Current Hutchesons' Grammar School Primary 7 pupils will also sit the same computer-based assessment in class before moving up to S1.
- 4.6. S3 and S4
- Informal chat with one of our Depute Rectors,
  - English assessment in the form of a Reading for Understanding, Analysis and Expression paper and a Composition paper,
  - Mathematics assessment in the form of a calculator-based paper.
- 4.7. S5 and S6
- Informal chat with one of our Depute Rectors,
  - Predicted results at National 5/Higher (or equivalent).

The school may contact the candidate's current school and ask them to provide a reference and the latest school reports, if not provided at the point of application. Information given in the report and references will be taken into account during the assessment process.

## 5. BURSARIES

From our inception in 1641, Hutchesons' Grammar School has a tradition of providing bursary support and financial assistance to those families who would benefit from a Hutchesons' education but cannot afford it. All bursary applications must meet the following criteria:

- 5.1. Due to the limited funds available, bursary applications are restricted to those applying for a place in S1. Current P7 pupils of Hutchesons' Grammar School can apply for a bursary application, following the same process as external applicants.
- 5.2. Bursary applications should be submitted at the same time as an application for a place by the deadline date (usually in January). They cannot be submitted before a full application is submitted.
- 5.3. Bursary awards are means-tested, and full financial disclosure is required at the point of application. It should be noted that families with a joint income of more than £65,000 are unlikely to be successful.
- 5.4. As well as financial mean-testing, bursary applicants will also follow the same assessment process as all other applicants.
- 5.5. When the number of applications is greater than the funds available, other assessment criteria, including Entrance Assessment results and interview feedback, will also be taken into account when deciding on bursary awards.
- 5.6. Bursary decisions are made by the Bursary Committee and are final. There is no right to appeal a bursary award decision.



- 5.7. Depending on circumstances, unsuccessful bursary applicants may be offered a fee-paying place. However, this is not always the case.
- 5.8. Bursary awards are reviewed annually. The continuation of a bursary is also dependent on satisfactory standards of attendance, academic achievement, and behaviour.

## 6. OFFERING A PLACE

Several criteria are considered when offering a place:

- 6.1 Performance in entrance assessment,
- 6.2 Satisfactory feedback from informal meeting with Depute Rector,
- 6.3 Satisfactory reference/school report from current schools,
- 6.4 Financial information (only for bursary applicants).

Should any year group in the School be oversubscribed, consideration will also be given to additional factors including:

- 6.5 Current siblings in the School,
- 6.6 Former pupil connection to the School (alumni),
- 6.7 Rank order of entrance assessment scoring.
- 6.8 Those committed to transitioning into Primary 1 at Hutchesons' Grammar School (for Nursery and Preschool applicants).

As stated in 3.7, information related to any health or learning needs: educational, physical, medical, or other, of which the school should be aware must be disclosed at the point of application. Failure to do so may result in the withdrawal of any offer of admission.

The School reserves the right to request, from any third party it deems appropriate, further information about any applicant and the School must be sure it can meet the needs of the applicant before a place is offered.

If you are transferring from another independent school, the school reserves the right to establish from any previous school that all fees have been paid before an offer is made.

All results of an entrance assessment will be valid for one year.

No offers of admission will be given without an applicant fulfilling the entire admissions process. All offers for the following year will be sent out by email, usually the first Friday of February, in line with all other West of Scotland independent schools. Offers for Pre-School and applicants looking for immediate entry to the School will be sent out as soon as possible after all the assessment criteria have been fulfilled.

We may offer a place on a waiting list if places are full. Acceptance of a place on a waiting list does not commit an applicant to accept the place when or if it becomes available.

All decisions are regarded as final.

## 7. ACCEPTING A PLACE

All offers will be deemed accepted if the following is received by the deadline date specified on the offer letter (which will be no earlier than the first working day in March):

- 7.1 Receipt of Parental Agreement Form signed by all persons with parental responsibility,



- 7.2 Receipt of deposit as specified in the offer letter and the Parental Agreement Form,
- 7.3 Fee payment arrangements in place, i.e. signed Direct Debit mandate.

No applicant will be able to start without the above in place.

If an offer is not accepted by the specified deadline date, the school may consider it declined, and the offer of a place can be withdrawn.

Once a place has been accepted, there is a 14-day cooling-off period from the date of acceptance. The entire amount of the deposit will be refunded if a place is withdrawn within the 14-day cooling-off period. Thereafter, the person responsible for the payment of fees will enter into a legal contract with the school and will be required to follow the formal process for withdrawal. After the 14-day cooling-off period, the deposit will be forfeited if a place is not taken up.

A term's fees in lieu of notice is due in the event of withdrawal, even when that withdrawal takes place prior to the commencement of the child's education at the school.

## 8. ONBOARDING

Once an offer of a place has been accepted, we will begin the onboarding process. As part of this process, we will invite those with parental responsibility to join our Parent Portal and other information technology systems. We will also require the completion of the following forms:

- 8.1 Medical Form
- 8.2 Data Check Form
- 8.3 Modern Foreign Language Form (Secondary)
- 8.4 Digital Consent Form

It is a condition of admission that these forms are completed by the agreed deadline date communicated. We reserve the right to delay admission if these forms are not completed.

At Hutchesons' Grammar School, Every Story Matters. Any information we receive during the application process (school reports, notes from the interview, assessment marks, reports for learning support, etc.) will be used as part of the onboarding process to ensure a thorough and seamless transition to the school. It allows us to pass all information to the relevant people to ensure every member of staff knows the child better.

All data will be processed in line with GDPR policies and guidelines.

## 9. WITHDRAWAL/TRANSFER TO ANOTHER SCHOOL

Withdrawal of your child from the school must conform to the provisions set out in the Parental Agreement Form.

We ask that you notify us as soon as possible when applying to other schools.

A term's fees in lieu of notice is due in the event of withdrawal, even when that withdrawal takes place prior to the commencement of the child's education at the school.

## 10. CONTACT US

Any queries regarding this Admissions Process should be directed to Laura Nicol, Head of Marketing, Admissions, and Communications: [admissions@hutchesons.org](mailto:admissions@hutchesons.org)



<b>Policy owner</b>	Rector/Head of Marketing, Admissions, and Communications
<b>Reviewed on</b>	January 2025
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<b>Approved by Governor Committee</b>	Development, Marketing, and Admissions
<b>Approved on</b>	-
<b>Approved by date</b>	-
<b>Publication</b>	Website, Open Apply, Parent Portal

The Governors of Hutchesons' Educational Trust, Registered Charity Number SC002922, is the governing body of Hutchesons' Grammar School.