



Admissions Policy

Harrow Primary School is a co-educational 5-11 years day school. It is housed in two main buildings and this Admissions policy applies to the whole school.

Nov 2016
v3.0

ADMISSIONS POLICY

Admissions process:

Stage 1: Admissions Enquiry

Details of the applicant are recorded on the Prospective Pupil Contact Form and an informal interview with the Headteacher with both parents and the student take place prior to any official offer of entry.

Fees payable at this stage: None

Stage 2: Making the application

Submit an application form along with required documents* to admin office.

Fees payable at this stage: None

*Required documents as follows: child's birth certificate, 2 passport sized photos, both parent ID's, latest school report.

Stage 3: Entrance examinations

Following receipt of your application your child will be invited to visit the school unless already done so and to sit our entrance examinations**.

Fees payable at this stage: None

This will be a half day in which your child will take tests in English and Mathematics. The examinations are exclusive to our school and aim at testing both the attainment and the potential of prospective students; the content and format of all examination papers, past and present, is confidential and will not be given to parents. Parents will be informed of the results within **5 working days of the examinations.

Stage 4: Offer of a place and Enrolment

Following examination/s, you will be informed if your child has been offered a place at Harrow Primary School. Once offered a place, you will be provided with details of the school uniform and will be required to complete any further required documents to enrol your child at the school. ***Only after this stage and completion of stages 1-4 will the school acknowledge official enrolment.***

Fees payable at this stage: £100 registration fee (non-returnable)



1. Children are accepted at any time during any term on the condition that space is available and that the Headteacher deems that HPS is the right school for the student in question.
2. Whenever possible, prospective children are given a tour of the school and are invited to spend a morning at the school. This may be undertaken alongside the entry examination stage. One of the main aims of such visits is to ensure that the student becomes familiar with some of the faces and places they may meet once they potentially join the school.
3. Places are allocated strictly in order of registration date, registration will only commence after the issuance of an official letter from the Headteacher following successful acceptance and completion of all school entry processes and documentation being received.
4. Children enter the Year One Class in the academic year in which they will be five. They must be aged five years upon entry and no sooner i.e. the cut-off date is 1st September each year respectively.
5. Acceptance of a school place, through completion of stages 1-4, and commencement of enrolment will be regarded as parental acceptance of the schools published policies and procedures which are available online via the school website.

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APPROVED BY: ALIMUDDIN SHAIKH (HEADTEACHER)

