

THIS IS A CONSULTATION VERSION OF OUR PROPOSED ADMISSION ARRANGEMENTS FOR 2013

IF YOU WOULD LIKE TO SUBMIT ANY COMMENTS ON THESE PROPOSED ARRANGEMENTS PLEASE WRITE TO:

Mr S Dennis
Principal
Hockerill Anglo-European College
Dunmow Road
Bishop's Stortford
Herts CM23 5HX

or email

admin@hockerill.herts.sch.uk with the heading "Comments on Proposed Admission Arrangements 2013"

ADMISSIONS POLICY FOR ENTRY TO YEAR 7 IN SEPTEMBER 2013

ADMISSION NUMBERS

The Admission Numbers for Year 7 are as follows:

Year of Entry	Day	Board	Total
7	68	52	120

We received significantly more applications for September 2012 entry than the 120 places published.

OVERVIEW

Hockerill is a co-educational state day and boarding school with academy status from February 2011. It has a significant proportion of boarding students and is, therefore, essentially organised and staffed as a boarding school: but within this boarding structural framework, it also serves as a centre of educational excellence for the local community. It attaches great importance to the international dimension of the College community and the curriculum and to its status as a high performing school specialising in languages and music. It intends to remain relatively small and to continue to develop a challenging academic curriculum. In the lower College this is modelled on the International Baccalaureate (IB) Middle Years Programme and within the Sixth Form the College offers only the academically demanding IB Diploma Programme.

The Governors would like to encourage applications from parents who will actively support the College's traditional values on behaviour, dress and prep and whose children will make the most positive contribution to the College's strong sense of community, its outstanding range of extra-curricular opportunities (including sport, music and drama) and its unique international ethos.

If there are more applications than places available, then places will be allocated by applying the criteria under "Oversubscription Criteria" below, for day places or boarding places as the case may be.

DAY PLACES

Application Procedure

The day student admissions procedure is set within the nationally co-ordinated arrangements. A Secondary Transfer Form (STF) must be submitted by Hertfordshire residents to the Local Authority by the closing date. Residents outside Hertfordshire should comply with their own local authority's arrangements where necessary.

Parents/Carers should also complete the College's Day Supplementary Information Form (SIF) and return it to the College by the closing date for application. If a Supplementary Information Form is not completed the governing body will apply their admission arrangements using the information submitted on the Secondary Transfer Form only, which may result in your application being given a lower priority.

OVERSUBSCRIPTION CRITERIA

If there are more applications for day places than there are day places available, then places will be allocated by applying the following criteria in the order set out below:

1. Children who are looked after by a Local Authority in England and Wales, in accordance with Section 22 of the Children Act 1989 and children who were looked after and ceased to be so because they were adopted under the terms of the Adoption and Children Act 2002.
2. Children who have a sibling as a day student at the College at the time of application unless the sibling is in the last year of the normal age range of the school, [Year 13] or the sibling has already indicated that he or she will not be attending the school at the date of admission. A sibling means the sister, brother, half brother or sister, or child of the parent /carer permanently living at the same address as that brother or sister.
3. Children who are successful in gaining one of the places available to those who demonstrate the greatest aptitude for modern foreign languages and/or music. *12 places may be allocated in this way. 7 of these places will be based solely on aptitude for languages, 3 will be based solely on aptitude for music and 2 on a combination of both languages and music. Please see the Aptitude Tests description below.*
4. Children of staff directly employed by the school in either or both of the following circumstances:
 - where the member of staff has been employed for two or more years at the time at which the application for admission to the school is made, and/or
 - the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. Any further places will be allocated in the following manner:
 - Up to 33% of these places will be allocated to pupils attending the following schools: All Saints, St.Joseph's, Summercroft, Thorn Grove, Windhill.
 - Up to 33% of these places will be allocated to pupils attending the following schools: Hillmead, Manor Fields, Richard ttington, Northgate, St.Michael's, Thorley Hill.
 - Up to 33% of these places will be allocated to pupils attending other schools.

In the case of oversubscription within any criterion priority will be given to children who live nearest to the College measured by using the Hertfordshire Local Authority's computerised mapping system. Home to school distances for admission allocation purposes will be measured along a straight line between a child's address and the relevant school.

Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the address point of your child's house to the address point of the school. Address point data is a nationally recognised method of identifying individual residences.

This is an objective method of measuring home to school distances consistently when applying admission rules. It does not take into account the actual or expected route a child will travel to school. When there is a need for a tie breaker where two different addresses measure the same distance from a school, in the case of a block of flats for example, the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer. If there are two identical distances of separate applicants, the tie break will be random.

In considering applications for admissions the College, in common with all other schools, is required to admit any child with a statement of special educational needs that names the College.

Multiple births: In cases where there is one remaining place available and the next child on the list is a one of a twin, triplet or other multiple birth group then the following will apply: both twins would be admitted (or all siblings in the case of multiple births) even if this goes above the admissions number.

Aptitude Tests

The **Aptitude Tests** will take place at the College on XX September 2012. The language and music aptitude tests do not assess a child's current abilities but rather their propensity to acquire competence in these areas in the future. They seek to determine a child's attitude towards developing these skills. In languages they seek to determine the propensity for sound-symbol association, sensitivity to grammatical structure, aptitude to hear speech sounds as well as for auditory comprehension. In music they seek to determine aptitude for identifying and developing the essential elements of music, pitch, rhythm and musical sensitivity.

The Aptitude Tests are open to all applicants. Applicants may sit either or both tests.

NOTES FOR DAY APPLICANTS

1. Parents/carers should note that Hockerill College have a timetable that operates from Monday – Saturday, with lessons finishing at 12.20pm on Saturdays.
2. Those wishing to apply for a day place may also apply for a boarding place providing these are listed as separate choices on the application to the local authority. Applications for each are treated separately and, therefore, the oversubscription criteria for day would be applied to the day application and the oversubscription criteria for boarding would be applied to the boarding application.
3. Decisions on allocation of places will be communicated in line with the nationally co-ordinated process on **xx March 2013**.
4. Parents/carers will be asked to confirm acceptance of any day place offered and lack of confirmation of acceptance may lead to withdrawal of an offer of such a place.
5. In the event that a child is not allocated a place at Hockerill Anglo-European College Parents/Carers can request a place on the continuing interest list within the timescale specified by the relevant Local Authority. It is the responsibility of the parents/carers to contact the school to state their continued interest at the start of each academic year. Parents/carers also have the right to appeal to an Independent Appeal Panel: details may be obtained by contacting the Registrar at the College.

Additional Statutory Information:

A number of Hockerill's key policies are available on the website www.hockerill.herts.sch.uk

The governors' policy on special educational needs is available upon request.

BOARDING PLACES

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Application Procedure

Hockerill College is a state boarding school and the Governors are committed to providing an education which combines the best aspects of boarding school life with the benefits of strong links internationally. In order to be eligible for admission to the College, prospective students (or their parents/carers) must have full UK citizenship or citizenship of another member state of the European Union or European Economic Area or Switzerland or have other legitimate residential status within the UK which confers the right to education at public expense. The College may require proof of eligibility before processing an application.

The boarding student admissions procedure is set within the nationally co-ordinated arrangements. A Secondary Transfer Form (STF) must be submitted by Hertfordshire residents to the Local Authority by the closing date. Residents outside Hertfordshire should comply with their own local authority's arrangements where necessary. Applicants living overseas should apply directly to the College.

Parents/carers should also complete the College's Boarding Supplementary Information Form and return it to the College by the closing date for application. If a Supplementary Information Form is not completed the governing body will apply their admission arrangements using the information submitted on the information provided to us by the relevant local authority only, which may result in your application being given a lower priority.

Parents/carers of prospective applicants should also read carefully: Notes 1 and 2 "Conditions applying to all applicants for boarding admission" and "Suitability for Boarding"

OVERSUBSCRIPTION CRITERIA

Once a candidate has been established as suitable for boarding, and if there are more applications than places available, places will be allocated using the following criteria in the order set out below:

The following criteria apply in the event of oversubscription for boarding places.

1. Children who are looked after by a Local Authority in England and Wales, in accordance with Section 22 of the Children Act 1989 and children who were look after and ceased to be so because they were adopted under the terms of the Adoption and Children Act 2002.
2. Children of members of the UK Armed Forces who qualify for Ministry of Defence financial assistance with the cost of boarding school fees.
3. Candidates who have satisfied the Governing Body that they have a significant degree of boarding need (see below).

4. Children who have a sibling as a boarding student at the College at the time of application, unless the sibling is in the last year of the normal age range of the school, [Year 13] or the sibling has already indicated that he or she will not be attending the school at the date of admission. A sibling means the sister, brother, half brother or sister, or child of the parent /carer permanently living at the same address as that brother or sister.
5. Should any places remain after applying the above criteria the Governors will use a random allocation system.

Boarding Need

This category includes but is not limited to children of Crown Servants serving abroad; children at risk or with an unstable home environment; children whose parent/s spend much of the year abroad for work purposes; children whose parent/s is/are temporarily or permanently resident abroad; children who will be subject to a high degree of mobility over the next 7 years; children whose parents' work pattern compromises their effective care outside the normal day school hours.

Once an application is submitted that makes a case for boarding need the details are passed to the Governors' Admissions Panel (the Panel) for consideration. The Panel consists of the Principal and two governors. The Panel meets to consider every application at the same time. When reviewing each application the Panel considers all the submitted evidence on a case by case basis and uses their experience to rank the boarding need of each applicant based on the strength of the case. Places are then offered to those ranked highest.

CONSULTATION VERSION

NOTES FOR BOARDING APPLICANTS

1. Conditions applying to all applicants for boarding admission

- a) Applicants for a boarding place at Hockerill Anglo-European College must have full UK citizenship or citizenship of another member state of the European Union or European Economic Area or Switzerland or have other legitimate residential status within the UK which confers the right to education at public expense. The College may require proof of eligibility before processing an application.
- b) All applicants must attend for an interview to establish suitability for boarding as stated in the Admissions Code published by the Department for Education (DfE).
- c) Applicants whose parents do not normally live in the UK or who travel frequently away from home may be required to identify an adult guardian who resides within reach of the College.
- d) All applicants for boarding places will be asked to verify ability to pay the boarding fees and expenses incurred at the College and to pay a deposit on receipt of an offer.
- e) Those wishing to apply for a day place may also apply for a boarding place providing these are listed as separate choices on the application to the local authority. Applications for each are treated separately and, therefore, the oversubscription criteria for day would be applied to the day application and the oversubscription criteria for boarding would be applied to the boarding application.

2. Suitability for Boarding

The College has a legal duty to safeguard and promote the welfare of its boarders. The College takes the duty seriously and ensures that all reasonable steps are taken to discharge this duty.

Candidates for boarding places are assessed to determine their suitability for boarding in the Michaelmas term and **prior to the application of the oversubscription criteria**. This is to determine whether a candidate would if admitted present a serious health and safety hazard to other boarders and whether a candidate would be able to cope and benefit from a boarding place.

This assessment includes the following:

- a) An interview, which includes the opportunity for each child to be present without their carers.
- b) Information from the candidate's present school and/or a previous school where the candidate is not currently at school or has recently changed school
- c) Consideration of any other information that the parent / carer of the candidate may wish to provide to support the candidate's application or which may be provided at the request of the parent / carer by another person
- d) Information provided by a Local Authority (or equivalent authority outside England and Wales) where relevant.

In determining whether or not a candidate is suitable to board, Hockerill Anglo-European College has regard to the following questions:

Does the candidate wish to board?

Does the candidate have experience of staying away from their parents / carers whether or not s/he is currently a boarder?

Does the candidate show evidence of self-reliance and independence?

Does the candidate show evidence of understanding and relishing the challenges of a communal life?

Does the candidate show understanding of the responsibilities of being a member of a boarding community?

Is there any medical or psychological reason why boarding would not be appropriate, or any need that could not be met by reasonable adjustment to the boarding accommodation, routine and practice?

3. Decisions will be communicated in line with the nationally co-ordinated process on **xx March 2013**. Parents/carers will be asked to confirm acceptance of any boarding place offered and lack of confirmation of acceptance may lead to withdrawal of an offer of such a place
4. Applicants not allocated a place at Hockerill Anglo-European College can request a place on the continuing interest list within the timescale specified by the relevant Local Authority. It is the responsibility of the parents to contact the school to state their continued interest at the start of each academic year.
5. Unsuccessful applicants also have the right to appeal to an Independent Appeal Panel, and details may be obtained by contacting the Registrar at the College.
6. A boarding place is distinguished by statute from a day place and a place accepted as a boarding place may not subsequently be converted to a day place. However after Year 11 a boarding place may be relinquished and a subsequent application made for a Year 12 day place.

IN YEAR ADMISSIONS

In-Year Admissions will be considered by the governing body, should a place become available.

ADMISSIONS POLICY FOR SIXTH FORM ENTRY IN SEPTEMBER 2013

Our sixth form can accommodate a total of 250 students, averaging 125 in each year group. Each year the college welcomes a significant number of external day and boarding applicants.

OVERVIEW

Hockerill is a co-educational state day and boarding school. It has a significant proportion of boarding students and is, therefore, essentially organised and staffed as a boarding school: but within this boarding structural framework, it also serves as a centre of educational excellence for the local community. It attaches great importance to the international dimension of the College community and the curriculum and to its status as a high performing specialist Language College and Music College. It intends to remain relatively small and to continue to develop a challenging academic curriculum. In the lower College this is modelled on the International Baccalaureate (IB) Middle Years programme and within the Sixth Form the College offers only the academically demanding IB Diploma programme.

The Governors would like to encourage applications from parents who will actively support the College's traditional values on behaviour, dress and prep and whose children will make the most positive contribution to the College's strong sense of community, its outstanding range of extra-curricular opportunities (including sport, music and drama) and its unique international ethos.

All candidates for a Sixth Form place will need to obtain a minimum GCSE Grade A (or equivalent) in each subject they intend to study at IB Higher Level and a minimum GCSE Grade B (or equivalent) in each subject they intend to study at standard level.

In addition, the following conditions of offer apply to the International Baccalaureate Diploma programme:-

- 1) Acceptance of CAS (Creativity, Action and Service) programme
- 2) Acceptance of TOK (Theory of Knowledge) course
- 3) Acceptance of Extended Essay
- 4) Acceptance of attendance requirements
- 5) Acceptance of minimum of 12 hours of study at home or in boarding prep per week

Oversubscription Criteria

If there are more applicants from outside the College satisfying the admissions threshold than places available then places will be allocated by applying the following criteria in the order set out below:

Day Sixth Form

1. Children who are looked after by a Local Authority in England and Wales, in accordance with Section 22 of the Children Act 1989 and children who were look after and ceased to be so because they were adopted under the terms of the Adoption and Children Act 2002.
2. Children who have a sibling as a boarding student at the College at the time of application unless the sibling is in the last year of the normal age range of the school, [Year 13] or the sibling has already indicated that he or she will not be attending the school at the date of admission. A sibling means the sister, brother, half brother or sister, or child of the parent /carer permanently living at the same address as that brother or sister.
3. Children of staff directly employed by the school in either or both of the following circumstances:
 - o where the member of staff has been employed for two or more years at the time at which the application for admission to the school is made, and/or
 - o the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Children who live nearest to the College measured by using the Hertfordshire Local Authority's computerised mapping system. This is a straight line distance measurement provided by Hertfordshire Local Authority's GIS system as outlined in Hertfordshire Moving On Booklet.

Boarding Sixth Form

(suitability requirement – see Notes for Boarding on page 4)

1. Children who are looked after by a Local Authority in England and Wales, in accordance with Section 22 of the Children Act 1989 and children who were look after and ceased to be so because they were adopted under the terms of the Adoption and Children Act 2002.
2. Children of members of the UK Armed Forces who qualify for Ministry of Defence financial assistance with the cost of boarding school fees.

3. Candidates who have satisfied the Governing Body that they have a significant degree of boarding need (as outlined on page).
4. Children who have a sibling as a boarding student at the College at the time of application, unless the sibling is in the last year of the normal age range of the school, (Year 13) or the sibling has already indicated that he or she will not be attending the school at the date of admission. A sibling means the sister, brother, half brother or sister, or child of the parent /carer permanently living at the same address as that brother or sister.
5. Should any places remain after applying the above criteria the Governors will use a random allocation system.

Applicants joining Hockerill Anglo-European College Sixth Form from another school will be considered on the basis of their estimated grades/examination results. The College welcomes and gives full consideration to applicants from the international community who have full UK citizenship or citizenship of another member state of the European Union or European Economic Area or Switzerland or have other legitimate residential status within the UK which confers the right to education at public expense. The College may require proof of eligibility before processing an application.

All prospective applicants and their parents/carers will be invited to discuss their application with senior College staff for advice on options and entry requirements.

NOTES

1. A copy of the sixth form application form is available from the Registrar, Hockerill Anglo-European College, Dunmow Road, Bishop's Stortford, Herts CM23 5HX.
2. Applications for sixth form are processed by the College and should be made to the address in 1.
3. In the event that a child is not allocated a place at Hockerill Anglo-European College parents/carers can request a place on the continuing interest list within the timescale specified by the relevant Local Authority. It is the responsibility of the parents/carers to contact the school to state their continued interest at the start of each academic year. Parents/carers also have the right to appeal to an Independent Appeal Panel: details may be obtained by contacting the Registrar at the College.

Hockerill Anglo-European College

CONFIDENTIAL DAY SUPPLEMENTARY INFORMATION FORM

PROPOSED ENTRY DATE:.....

1. Pupil's Full Name:

2. Date of Birth: Age: Current Year Group: Gender: M / F

3. Home Address:

Post Code: Contact Telephone Number:

Fax No: Email Address:

4. Name and address of present school.

5. Previous schools with dates of attendance:

6. Please provide details of any brother or sister who will be on the roll of Hockerill as a day student at the time of the proposed admission and living at the same address.

CONSULTATION VERSION ONLY

Continued overleaf

7. I would like my child to be considered under Criterion (the applicant must have sat the Language and Music Aptitude Tests held by the College on xxxx)

YES NO

8. Parent(s) Surname: _____ Parent(s) Surname: _____
Initials: _____ Initials: _____
(Mr / Mrs / Miss / Ms /Other- please specify) (Mr / Mrs / Miss / Ms /Other- please specify)

10. I am legally responsible for the education of the child named and would like to apply for a day place at Hockerill Anglo-European College.

Signed: Parent / Guardian

Date:.....

Signed: Parent / Guardian

Date:.....

APPLICATIONS FOR YEAR 7 PLACES FOR SEPTEMBER 2013

Parents/carers are requested to complete our Supplementary Information Form and return it to the College office by the closing date for applications. If a Supplementary Information Form is not completed the Governing Body will apply their admission arrangements using the information submitted on the Common Application Form only, which may result in your application being given a lower priority.

Please return completed Supplementary Information Form to: The Registrar, Hockerill Anglo-European College, Dunmow Road, Bishop's Stortford, CM23 5HX by xxxx

If you would like acknowledgement of receipt of your Supplementary Information Form please enclose a stamped-addressed envelope. Thank you.

Hockerill Anglo-European College

BOARDING SUPPLEMENTARY INFORMATION FORM

PROPOSED ENTRY DATE:..... INTO YEAR:.....

6. Pupil's Full Name			
Date of Birth:	Age:	Current Year Group:	Gender: M / F

7. Home Address:	
Post Code:	Contact Telephone Number:
Fax No:	Email Address:

8. Name and address of present school
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9. Previous schools with dates of attendance:
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5. Please provide details of any brother or sister who will be on the roll of Hockerill as a boarder at the time of the proposed admission and living at the same address.

6. Boarding Need

You are invited to include below any reasons why a place at a boarding school may be particularly suitable for your child. Please attach any supporting evidence, e.g. a letter from an appropriate professional.

7. We would like our son / daughter to be:

FULL BOARDER* **WEEKLY BOARDER*** **DAY BOARDER***
(*Please ✓ the appropriate category of boarding)

8. Parent(s) Surname:

Parent(s) Surname:

Initials:
(Mr / Mrs / Miss / Other)

Initials:
(Mr / Mrs / Miss / Other)

To qualify for state education in the UK students must hold a passport from an EU member country or have entitlement to state education in the UK.

(Please telephone the College if you require further clarification.)

APPLICATIONS FOR YEAR 7 PLACES FOR SEPTEMBER 2013

Parents/carers are requested to complete our Supplementary Information Form and return it to the College office by the closing date for applications. If a Supplementary Information Form is not completed the Governing Body will apply their admission arrangements using the information submitted on the Common Application Form only, which may result in your application being given a lower priority.

Please return completed Supplementary Information Form to: The Registrar, Hockerill Anglo-European College, Dunmow Road, Bishop's Stortford, CM23 5HX by xxxxxx

If you would like acknowledgement of receipt of your Supplementary Information Form please enclose a stamped-addressed envelope. Thank you.

TERMS AND CONDITIONS OF ADMISSION FOR BOARDING STUDENTS

Effective for the 2011/12 Academic Year

1. Definitions

In these Conditions, the following terms have the following meanings: "**Boarding Fee**" means the boarding fee for the academic year 2011/2012 as notified to you by letter "**College**" means Hockerill Anglo-European College; "**Conditions**" means the terms and conditions set out below; "**Day Boarder**" means a student who arrives at the College for breakfast, stays until after prep on Monday to Friday and has breakfast at the College on Saturday during non-exeat weekends; "**Deposit**" means in the case of a Weekly Boarder and Full Boarder £1000 and in the case of a Day Boarder means £300; "**Finance Pack**" means the information sent out to You in July giving full details of financial plans; "**Full Boarder**" means the same as Weekly Boarder except that a Full Boarder stays at the College overnight Monday to Sunday inclusive, except on designated compulsory exeat weekends; "**Governors**" means the Governing Body of the College details of which can be found on the College's website (www.hockerill.herts.sch.uk/governors); "**the Guide**" means "A Guide to Boarding for students and parents" which is available from the College office; "**Principal**" means the Principal of Hockerill Anglo-European as may vary from time to time; "**Offer Letter**" means a formal offer of a place sent to You enclosing these Conditions, details of deposit requirements and a reply slip to accept the place; "**Registration Fee**" means £700 for Full & Weekly Boarders and £350 for Day Boarders for the academic year 2011/2012; "**We/Our**" means Hockerill Anglo-European College; "**Weekly Boarder**" means the same as Day Boarder except that the student stays overnight at the College from Sunday to Friday inclusive, except on exeat weekends where the student only stays until Thursday night inclusive; "**Written Notice**" / "**In Writing**" includes email or fax; "**You**" / "**Your**" means the person(s) named at the end of these Conditions who have signed these Conditions and who has/have parental responsibility for the student also named at the end of these Conditions.

2. Acceptance of Terms and Conditions

By paying the deposit or accepting the place in writing, whichever occurs first, you have accepted the offer of a boarding place at the College and are bound by the Terms and Conditions currently in force at the time of the receipt of the deposit/letter.

3. Variation to Boarding Fee

The Governors reserve the right to alter the Boarding Fee in accordance with clause 5.4 upon giving you one term's notice. As boarding fees are usually reviewed in March you will be notified of any revised Boarding Fee for the new academic year before the start of the Summer term preceding the new academic year.

4. Deposit

- 4.1 The Deposit is payable for a new boarder as acceptance of a boarding place and for an existing boarder as acceptance of a Sixth Form place.
- 4.2 The Deposit required to be paid in accordance with condition 4.1 must be paid within the timeframe specified in the Offer Letter.
- 4.3 The Governors reserve the right to withdraw, or adjust, the offer of a boarding place if the Deposit is not paid within the timeframe specified in condition 4.2.
- 4.4 The Deposit is refundable in full at the conclusion of a student's education (less any outstanding balances) subject to conditions 6, 7, 8 and 10

5. Registration Fee

- 5.1 In addition to the Deposit, a Registration Fee is due for all new boarders entering the College.
- 5.2 The Registration Fee is payable by boarding students on commencement of boarding.
- 5.3 The Registration Fee is a 'one off' charge and is not refundable.
- 5.4 The sum of the Registration Fee is reviewed annually, along with the Boarding Fee, by the Governors.

6. Notice requirement for existing boarding students ceasing to board/changing boarding arrangements

- 6.1 You must provide written notice to the Principal on or before the first day of a new term (the College's term dates are available on the College's website www.hockerill.herts.sch.uk/termdates or on request) in the event of any of the following:
 - 6.1.1 If a student is to cease boarding (other than those students leaving normally at the end of Years 11 and 13);
 - 6.1.2 If there is to be a change to a student's boarding arrangements (for example, if they are to go from being a Full Boarder to a Day Boarder) subject to condition 21.
- 6.2 Failure to provide notice in accordance with condition 6.1 will mean that subject to condition 6.5 the full fees for the term immediately following the new term will be payable in lieu of notice and the full deposit will be forfeit in addition to the full fees for the new term being payable in accordance with condition 6.1.
- 6.3 Fees in lieu of notice payable under condition 6.2 become due on the first day of the following term.
- 6.4 Following receipt of written notification, we will attempt to find another student to fill the boarding place at the College by reference to our waiting list for boarding places (if any) but we shall not be obliged to make any further attempts to fill the place.
- 6.5 If we are able to fill the place in accordance with condition 6.4 within 14 days of receipt of your written notice, whether or not you have complied with the timeframe for notice set out in condition 6.1, we will return the Deposit to you less the actual costs to us of administering the filling of the place and less any actual loss in fees suffered by the College which are attributable to the existing boarder ceasing to board or changing his/her boarding arrangements. However, the amount of this deduction shall not exceed the amount that would be payable under condition 6.2.
- 6.6 Notwithstanding the remainder of condition 6, sixth form boarding places are offered on the assumption that the student will remain as a boarder during their full two year programme of study. Failure to do so will cause the deposit to be forfeit and a term's fees in lieu to be charged.

7. Notice requirements for new boarding students

- 7.1 Where an offer of a boarding place has been accepted and a student is due to start boarding at the College but decides not to take the boarding place, you must provide written notice to the Principal prior to the first day of the term immediately preceding the term in which the student was due to start.
- 7.2 Following receipt of such written notification, we will attempt to find another student to fill the boarding place at the College by reference to our waiting list for boarding places (if any) but we shall not be obliged to make any further attempts to fill such a place.
- 7.3 If we are able to fill the boarding place in accordance with condition 7.2 (whether or not you have complied with the notification timescale in condition 7.1) before the date on which the new boarding student was due to commence boarding, we will return the Deposit to you less the actual costs to us of administering the filling of the place.
- 7.4 If we are unable to fill the place in accordance with condition 7.3:

- 7.4.1 where written notification was given in accordance with the time frame set out in condition 7.1, we may retain the deposit that you have paid or where the deposit has not yet been paid you shall pay the Deposit; or
- 7.4.2 where written notification has not been given within the time frame set out in condition 7.1, we may charge you a term's fees in lieu of notice and we will retain the Deposit.

8. Withdrawal/Exclusion

- 8.1 Boarding fees continue to be due both for the term during which the student ceases boarding and also for the following term if a student is:
- 8.1.1 withdrawn from boarding for disciplinary reasons or serious breaches of College regulations in accordance with the terms of the Guide;
- 8.1.2 permanently excluded from the College in accordance with the College's Behaviour Policy; or
- 8.1.3 voluntarily withdrawn from boarding or the College by you.
- 8.2 In the event of any of the circumstances set out in clause 8.1, the Deposit will also be forfeit.

9. Absence

- 9.1 The Boarding Fee remains payable where a student is absent from College due to local or central government temporarily closing the College on health grounds (for example, in a flu pandemic); severe weather conditions; a student choosing to return home early after the completion of examinations; a student choosing to take study leave at home before or during exams.
- 9.2 The Boarding Fee will not normally be reduced as a result of absence due to illness, although in extreme cases, this is at the Governors' discretion.

10. Non-payment and Late payment

- 10.1 The Governors have the right to withdraw a student's boarding place following non payment of boarding fees or consistent late payment of boarding fees.
- 10.2 In the event that the Governors withdraw a student's boarding place in accordance with condition 10.1, boarding fees will continue to be due for the term(s) for which payment is still owed, the term during which the student ceases boarding and the term following the term in which the student ceases boarding. In addition, the Deposit will be forfeit.

11. Interest

- 11.1 We reserve the right to charge interest on fees which are not paid in accordance with the payment plan agreed (the payment plan options are detailed in condition 12 below).
- 11.2 Interest, where charged, will be at a rate of 5% above the HSBC base rate until payment is brought up to date.
- 11.3 In addition to interest, we reserve the right to charge the costs of debt collection (including the use of debt collectors) without prejudice to other rights and remedies where fees have not been paid in line with the agreed payment plan.

12. Payment Plans

- 12.1 Changes in payment plans must be requested by you giving written notice to the Financial Controller and need to be confirmed by the College.
- 12.2 Payment of the Boarding Fee must commence **prior** to the start of term and may be via any of the following methods:
- a) One payment of the full Boarding Fees less 1% one month prior to the start of Michaelmas term by Standing Order, Cheque, Debit cards, Banker's Draft or Bank Transfer. Other payment methods including Credit cards* will be considered but will not attract a discount.

- b) Termly – in three payments as detailed in the Finance Pack on 1st August, 1st December and 1st March by Standing Order, Cheque, Debit Card, Banker's Draft or Bank Transfer. Credit cards* will attract a 1% administration charge.
- c) By ten monthly payments of as detailed in the Finance Pack payable on the first of every month (from 1st August to 1st May) by Standing Order, Cheque, Debit Cards, Banker's Draft or Bank Transfer. 1% administration charge for paying monthly
- d) By ten monthly payments as detailed in the Finance Pack, payable on the first of every month (from 1st August to 1st May) by Credit Card* (subject to a 2% administration charge).

* Please note that we cannot accept American Express or Diners Club.

12.3 Please avoid payment by cash where possible due to potential security issues.

12.4 Payment can be in £s or Euros. Euros will be translated at the College's exchange rate (1.35)

12.5 Payments by cheque/banker's draft should be payable to Hockerill Anglo-European College. In the case of bank transfers or standing orders please use one of the following accounts:

£'s (Please DO NOT use this account to transfer Euros)

Bank Name: HSBC
Bank Sort Code: 40-12-03 (SWIFT/BIC code MIDLGB2102N)
Bank Account No: 01606719 (IBAN GB98MIDL401201606719)
Bank Account Name: Hockerill Anglo-European College

Euros (Please DO NOT use this account to transfer £Sterling)

Bank Name: HSBC
Bank Sort Code: 40-05-15 (SWIFT/BIC code MIDLGB22)
Bank Account No: 70956769 (IBAN GB74MIDL40051570956769)
Bank Account Name: Hockerill Anglo-European College

12.6 All bank charges remain the responsibility of the payer.

PARENTAL OBLIGATIONS

13. If you are resident outside the UK you are required to nominate a guardian for your child. The guardian must be permanently resident in the UK and must undertake to be responsible for your child should she/he be required to leave College for any reason. Similarly, if you are to be away from the UK for any period of time, you must inform the College of who will act as guardian in your absence.

14. You shall ensure that suitable arrangements are made for the care of your child during exeat weekends, half term holidays, end of term holidays and in cases where the closure of the College may be necessary, for example where local or central government require the temporary closure of the College on health grounds. These arrangements must be communicated to the College promptly.

15. You shall ensure that suitable arrangements are made for the transport of your child to and from College. Any requests for College assistance with transport arrangements should be made in writing and in good time to allow the College to make the necessary arrangements. We will do all that we can to provide such assistance but the responsibility for your child's transport to and from College will remain with you. We reserve the right to charge an administration fee on top of costs incurred relating to travel organised by the College.

16. You shall promptly inform the College in writing of any change of address or emergency contact number.

17. If you require cover for your child's person and property while at the College, you shall make your own insurance arrangements provided that nothing in these Conditions shall seek to restrict

or exclude our liability to you and/or any student in relation to death or personal injury caused by our negligence and/or any other matters which we cannot restrict or exclude in law.

GENERAL PROVISIONS

18. For students joining the College in Years 7 - 11, we are under no obligation to offer the student a boarding place in Year 12. The decision as to whether a student may join Year 12 may be taken after GCSE results are known.

19. We are entitled to treat any instruction, authority, request or prohibition received from any person who has signed these Conditions as having been given on behalf of both or all such persons.

20. Unless informed otherwise by you in writing, the College may make use of information relating to your child whilst s/he attends the College for the purpose of managing relationships between the College and current pupils, providing references and communicating with the body of pupils. Unless informed otherwise by you or your child once s/he is no longer a student at the College, the College may make use of information relating to your child after s/he has left for the purpose of communicating with the body of former pupils.

21. The conversion of a boarding place to a day place is subject to the approval of the Governors and may not be permitted by statute. Similarly, there is no automatic right to switch boarding status and any change is subject to the prior approval of the Principal and the notice requirement set out in condition 6.

22. If a student requires urgent medical attention while under the College's care, we will if practicable obtain your prior consent. If we are unable to contact you, unless we have received written notice from you otherwise, we shall be authorised to make the decision on your behalf should consent be required for urgent treatment recommended by a Doctor

23. We cannot accept responsibility for the welfare of a student if they are not on the College premises, unless s/he is involved in a College activity or otherwise under the supervision of a member of the College staff.

24. If any provision of these Conditions is held by any competent authority to be invalid or unenforceable in whole or in part, the validity of the other provisions of these Conditions and the remainder of the provision in question, if applicable, shall not be affected.

25. These Conditions are governed by English law and subject to the jurisdiction of the English courts.

ACCEPTANCE OF CONDITIONS

26. By signing these Conditions you become jointly and severally liable for the payment of the proportion of the Boarding Fee payable for the first term and all future fees/financial payments. These terms and conditions will be superseded by any future terms and conditions that are sent to parents, subject to one term's notice. However, any new terms & conditions will not be applied retrospectively. It is implicit within the Conditions that you have given permission for sundry invoices to be billed to your account in addition to the Boarding Fee. We require written confirmation from parents to revoke this permission.

We advise you to contact the College prior to signing these Conditions if you require any clarification regarding these Conditions.

I/we confirm that I/we have parental responsibility for the student named below and that I/we have read the Terms and Conditions as set out above and agree to be jointly & severally bound by them.

Name of Student:.....

1st Signatory

Signed:

.....

Name of Signatory:(Please print)

Date:.....

2nd Signatory (If applicable)

Signed:

.....

Name of Signatory:(Please print)

Date:.....

CONSULTATION VERSION ONLY