



theHammond

ADMISSIONS POLICY

2023-24

THE HAMMOND SCHOOL LTD., MANNINGS LANE, CHESTER, CH2 4ES

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The Hammond School Limited is registered in England and Wales Number 838325. Registered office is above. Charity Number 1022427 incorporating the Betty Hassall Foundation. The school is accredited by the I.S.A and C.D.E.T. and is a member of the B.S.A and I.S.I.

The Hammond offers young performers seven professional courses, all of which can be undertaken alongside academic study.

Course	Age Range	Length of Course	Hammond Division
Dance	11-16	5 Years	School
Theatre Arts Foundation	11-14	3 Years	School
Theatre Arts Specialised	14-16	2 Years	School
Professional Diploma Dance	16+	3 Years	College
Professional Diploma Musical Theatre	16+	3 Years	College
Theatre Arts Advanced	16+	2 Years	College
BA Musical Theatre Performance	17+	3 Years	University

Selection

The Hammond is a selective place of education and training which accepts young performers with talents in dance, music and/or drama. All, up to year 11, must also follow a full academic programme.

The Hammond fully adheres to the 2010 Equality Act, especially in relation to the support of Protected Characteristics. All schemes of work and activities ensure that the following protected characteristics are supported:

The protected characteristics as listed in section 4 of the Equality Act 2010 are as follows:

- a. Age
- b. Disability
- c. Gender reassignment
- d. Marriage and civil partnership
- e. Pregnancy and maternity
- f. Race
- g. Religion or belief
- h. Sex
- i. Sexual orientation.

The Hammond School Dance Course

Young performers wishing to enter through the Dance route are invited to audition following application.

Several audition days are held throughout the year and dates are listed on the school website.

The Dance auditions are led by The Hammond's Director of School Dance and are held in front of a panel which consists of Hammond teachers and a member of The Hammond's Board of Directors.

The Hammond School and College Theatre Arts Course

Young performers wishing to enter through the School or College Theatre Arts route are invited to audition following application.

Several audition days are held throughout the year and dates are listed on the school website.

The Theatre Arts auditions are led by The Hammond's Director of Theatre Arts and are held in front of a panel which consists of Hammond teachers and a member of The Hammond's Board of Directors.

The Hammond College Professional Dance and Musical Theatre Courses

Young performers wishing to enter through the College Professional Dance and Musical Theatre route are invited to audition following application.

Several audition days are held throughout the year and dates are listed on the school website.

The College Professional Dance and Musical Theatre auditions are led by The Hammond's Director of College Dance or Director of College Musical Theatre and are held in front of a panel which consists of Hammond teachers and a member of The Hammond's Board of Directors.

The Hammond BA Musical Theatre Performance Course

Young performers wishing to enter through the BA Musical Theatre Performance route are invited to audition following application.

Several audition days are held throughout the year and dates are listed on the school website.

The BA Musical Theatre Performance auditions are led by The Hammond's Director of Higher Education and are held in front of a panel which consists of Hammond tutors and a member of The Hammond's Board of Directors.

Online Auditions

The Hammond will consider online auditions for students unable to travel to published auditions.

Funding

The Hammond is one of nine schools who receive the Music and Dance Award (MDS) from the Department for Education. This funding is means tested and applicable only to the School Dance course. School Dance course applicants will be automatically considered for MDS funding. Parents will receive further information regarding process and eligibility following audition.

The Hammond also receives Dance and Drama Award (DaDA) funding from the Department for Education. This funding is means tested and applicable only to the College Professional Dance and Musical Theatre courses. Applicants will be automatically considered for DaDA funding. Parents/applicants will receive further information regarding process and eligibility following audition.

The Hammond BA Musical Theatre Performance applicants are eligible to apply for financial support through the Student Loans Company.

Assessing Out

The Hammond operates a policy of reviewing pupils' progress in the Spring Term of Year 9 for School Dance pupils. Any pupil not felt at this point to be meeting the performance, academic or pastoral demands of the school will be supported in making next steps choices, which may not include continuation at The Hammond. In exceptional circumstances The Hammond reserves the right to reconsider the position of any pupil within the school who is deemed not to be matching the expectation of the overall school curriculum at the end of any academic year.

The Hammond will also review the performance and attitude of Professional Diploma students at the end of each academic year and will support students in making next steps choices, which may not include continuation at The Hammond.

Transfer

The Hammond does all it can to ensure that the transition of pupils from their previous school is as smooth as possible and that they are kept well informed of school policies, procedures and events. An entry pack of detailed information, such as term dates and uniform requirements, is sent to pupils and parents prior to entry in the summer term. Induction booklets, for both day pupils and boarders, are reviewed annually and given to pupils in each part of the school.

Tutors and staff discuss key issues with the pupils/pupils on arrival. Staff will do all they can to help and advise parents.

College and BA course induction will include independent living advice.

Accepting a Place

Having been offered a place, an acceptance form is submitted, together with the appropriate deposit.

Parents will be requested to indicate their acceptance of a place within two weeks of receiving the offer of a place.

All places in years 7-11 are offered subject to a satisfactory reference from the pupils' current school. In addition, parents will be asked to complete a form providing details about their child to enable the school to prepare for the child's entry.

The parents will be asked to confirm on the registration form that they agree to the offer of a place on the basis of acceptance of the School's Terms and Conditions and Rules and Regulations.

Students with Disabilities

The Hammond has an equal opportunities and disability policy which is designed to ensure, wherever possible, equal access to the curriculum (please see policy) for all pupils regardless of sex, sexual orientation, religion, socio-economic background, colour, race, nationality, ethnic origin, sensory or physical disability.

It is, therefore, of great importance that a parent informs The Hammond on the application form should a prospective pupil have specific educational needs or be disabled under the definition of the Equality Act 2010 and thereby is likely to require special assistance or reasonable adjustments under the Act.

A parent/guardian (or student) of a candidate must inform The Hammond of any special arrangements needed prior to audition either on the application form or by letter.

If there is any doubt about a student's ability to fulfil the assessment criteria for audition, please contact the Registrar.

Appeals

Should a parent believe that The Hammond's admissions processes have not been followed as stated in this policy, we encourage the parent to write to the Principal who will treat the communication as a formal complaint.

Policy Details

This Page Should Not Be Published

Document Owner:	J ROSCOE
Document Input:	SLT
Document Sources:	DFE
First Created Date:	JULY 2022
Last Update Date:	AUGUST 2023
File Location of Original Policy:	SHAREPOINT

Approver	CURRICULUM COMMITTEE
Role	BOARD OF DIRECTORS
Last Approval Date	AUGUST 2023
Next Review Date	AUGUST 2024