

Enrolment procedure at the Hill School

The enrolment process at the Hill School in 7 steps:

Step 1: Submission of enrolment application

Step 2: Confirmation of interest to attend the Hill School

Step 3: Attendance of admission draw (optional)

Step 4: Reservation of child's place (submission of declaration and deposit)

Step 5: Introduction meeting with the school's Psycho-pedagogical Department

Step 6: Confirmation of the child's enrolment by the school

Step 7: Receipt of "The Hill School Dossier".

Detailed description of the enrolment process for Preschool, Nursery School and the 1st grade of Primary School at the Hill School

The selection of the children who will attend the school for the very first time is carried out by drawing lots. The procedure is as follows:

First, parents who wish their child to attend our school submit an enrolment application to the Hill School Registration Office and receive a registration number.

In December, as the enrolment period approaches, the Registration Office contacts each family to confirm the parents' interest in their child's future attendance.

During the month of February, the exact number of vacant places in the admission classes (Preschool, Nursery School and 1st grade of Primary School) are announced.

The time and day of the draw is communicated to all parents in good time. The draw is held on the appointed day.

The draw process is open to the public and any parents who wish to do so can attend it.

The results of the draw are posted on the school website and sent by email to the parents.

A. The applications that are "drawn"

Parents have a period of 24 hours to reserve their child's place. This reservation is ensured by sending a copy of the bank slip for your deposit against tuition fees and submitting Declaration A and the Declaration of the Obligor (the declarations are sent by the school and completed by the parents).

A few days later, an introduction meeting is scheduled for the child with the school's Psycho-pedagogical Department, as well as a meeting of the parents with the psychologist of, respectively, the Primary or Nursery School. Once the Psycho-pedagogical Department's meetings with all the children in each group have been completed, the school contacts the parents again.

The process of final enrolment requires confirmation of the child's future attendance by the school.

The process is completed with the delivery of "The Hill School Dossier" to the parents.

B. The applications that are not "drawn"

If they so wish, parents who on the day of the draw were not given a place for their child's attendance can put their name down on a waiting list.

For various reasons, it is common that the enrolment process of children who were "drawn" is finally not be completed within the prescribed 24 hours from the day of the draw. Also, it is possible that some children may later fail to complete the enrolment process, even though they originally secured a place for the following school year (e.g. differentiated learning needs, change of residence, etc.). In this case, new places open up.

For each new place that arises, the Registration Office contacts parents according to the priority number their application received in the draw. This process may take several weeks.

If parents accept the place, the registration process follows as described above (*cf.* steps 4-7).

NOTES:

1. Only for Preschool: The introduction meeting with the Psycho-pedagogical Department is held in late May, not March, for the children of Preschool. The school's final confirmation and delivery of "The Hill School Dossier" takes place after the May meeting.
2. In order to ensure a proportional number of boys and girls in each group of children, the draw is carried out separately for girls and boys.
3. In the case of twins, both siblings participate in the draw with a single application, which -if drawn- corresponds to two places.

Enrolment process at the Hill School in the Primary School's intermediate grades (2nd-6th form)

Enrolment in the intermediate grades depends on a place becoming vacant.

In the event of a vacancy in a Primary School class, the Registration Office will contact the parents who have applied to enrol their child.

The registration period for Primary School intermediate grades begins in June and ends when the number of vacancies has been filled.

The process of enrolling children in Primary School intermediate grades adheres to the same the procedure as the one described above (*cf.* steps 1 to 7) omitting step 3 (lottery process).

Enrolment process at the Hill School of younger siblings and the children of the school's collaborators

Younger siblings of children already attending our school, as well as the children of the school's collaborators, can enrol at the school without participating in the draw.

The registration period for younger siblings/collaborators' children begins in January and ends in mid-February.

The registration process for younger siblings/collaborators' children follows the same procedure as the one described above (*cf.* steps 1 to 7), omitting step 3 (lottery process).

FAQs:

How do I know whether the application I submitted is valid?

No more than two working days after the application's submission, a registration number is sent electronically. For any matter relating to the application form and registration, you contact the Registration Office by email or telephone.

When can I apply? Does the date of submission matter?

You can submit an application at any time. The date of submission does not play a role in the enrolment of new students as it is determined by draw.

When and how do I confirm my interest in my child's enrolment?

During the month of December, the Registration Office contacts all parents who have applied for their child to attend our school in the following school year. The purpose of this communication is to determine whether the parents' interest in their child attending our school remains as keen. At the same time, all the data (e.g. tuition fees, timetables, school rules and regulations, etc.) are sent. You confirm your interest by replying positively to the message.

How can I learn more about the school?

In the month of February, on a Saturday morning, an Open Day is organised. On that day you have the opportunity to tour the school, watch a short presentation of our work, but also get to know

us and talk with us. Furthermore, when you submit your application, there you have the possibility of opting for a short informative online meeting.

Is it compulsory to attend the draw? How do I find out the result of the draw?

Attending the draw is optional. Once it is completed, the results are sent to parents by email and posted on the school website.

What exactly does it mean when you say “as many applications are drawn as there are vacancies”? How will I know if my application corresponds to an available place?

Let's explain this with an example. The number of available places in each grade is announced before the draw (lottery). Let us suppose there are 15 available places for class A, while the number of applications submitted to the school is 30. In the draw, all the applications are given a number going from 1 to 30. The parents whose application has a number between 1 and 15 know that they have the possibility of enrolling their child until 15:00 the following day. Parents with applications that, in our example, have a priority number between 16 to 30 know that immediate enrolment is not possible but, if they wish to, they can wait for the sequence of applications to progress to available places that may be created in the near future.

Is my presence at the Open Day mandatory?

Of course not, but before you make a final decision on which school your child will attend, it is important that should be informed and agree not only on the way our school works, on the pedagogical principles we follow and our educational approaches, but also on everyday issues such as, for example, the approximate timetables of our school buses, the means of communicating with the school, etc. Our Open Day gives us the opportunity to clarify many of these questions.

When and how is the registration process completed?

In late February, on a Saturday morning, an Open Day is held. On the Monday of the very next week, the draw takes place. The parents whose application was “drawn” (i.e. the priority number attributed to the application in the draw corresponds to a vacancy) have the possibility of reserving the place until the following day, Tuesday at 15:00.

Once the place has been allocated, the child's meeting with the school's Psycho-pedagogical Department is set, which takes place a few days later.

The meetings with all of the children are completed within 2 weeks from the day of the draw. A few days later, that is to say from the 15th to the 20th March, the school contacts the parents for

the final confirmation of attendance, to secure the place, and delivers “The Hill School Dossier” to them. The enrolment process is then complete.

How exactly does the child’s meeting with the Psycho-pedagogical Department take place? How long does it last?

In the case of Preschool and Nursery School children, the meetings are organised in small groups of 4-5 children. For Primary School children the meetings are individual. The meetings last 60-90’. The parents waiting for the children in an area close by, so that, should they want to, the children have easy access to their parents.

What happens if my application isn’t “drawn”? What are the chances that the application will move along and that my child will eventually be enrolled in the school?

It is often the case that, despite their application being “drawn”, parents do not complete the enrolment process. New vacancies immediately “open up” and the selection order proceeds on the basis of the applications’ priority number. Additionally, over the following months and for various reasons, some enrolments of children who were to attend our school are cancelled. In this way the selection order often progresses and those who still wish to enrol at our school have that opportunity.

You notified me several weeks after the draw that a vacancy had finally “opened up”. What should I do exactly?

We will follow exactly the same procedure as the one described above (*cf.* steps 1-7), omitting step 3 (lottery process). For enrolments that are made after March, confirmation from the school is given within a few days of the child’s meeting with the Psycho-pedagogical Department.

Clarifications and “enrolment terminology”

Admission classes: *Preschool, Nursery School, 1st grade Primary School*

Intermediate grades: *2nd through to 6th grade Primary School*

Declaration A: *Declaration A serves to state whether the child will be using, or not, the school bus. In the case of children attending the Nursery School, it also serves to declare its participation/non participation in the Fun Club and the Extended Afternoon Programme. The Declaration is sent to parents by the school.*

Declaration of the Obligor: *The Declaration of the Obligor provides the name of the parent(s) undertaking the financial obligations towards the school, their AFM (Tax Identification Number) and DOY (Tax Office they belong to). The Declaration of the Obligor is sent to parents by the school.*

Enrolment period: *The enrolment period for admission classes begins between the tenth and twentieth of February. The enrolment period for the intermediate grades begins in June. The enrolment period ends when all the vacancies are filled.*

Important dates/times for the 2022 enrolment

DATE/TIME	EVENT
December 2021	Confirmation of intent to attend the Hill School
Saturday 19/02, 11:00	Open Day
Monday 21/02 14:00 14:30 15:00	Draw 1st Grade Primary School Draw Nursery School Draw Preschool
Tuesday 22/02 at 15:00	Expiration of deadline for reserving a place/new enrolments