



THE ADMISSION PROCESS

Hampton Preparatory School's Admissions Office is committed to working with families in determining the educational placement that is best for each student.

Our admissions process has been designed to make certain that students are appropriately placed at Hampton Preparatory Schools, while maintaining the integrity and consistency of the School programme and policies. Proper placement will ensure that students admitted have a higher probability of a successful learning experience and outcomes.

STEP 1: INQUIRY/SCHOOL TOUR

We invite new parents and their children to visit our School during a regular school day for a scheduled tour. This is the best way to experience our learning environment and school community at first hand. Please contact our Admissions on 08184111000 Office to arrange a tour which takes a maximum of about 30 minutes.

Visiting Hampton Preparatory School prior to enrolment is the best beginning for your child. However, we realise that families living overseas may not have the opportunity to visit the campus in advance. In these special circumstances, our admissions staff may make an exemption and allow you to complete the required admissions paperwork before your arrival to ensure timely enrolment. We look forward to welcoming you to Hampton Preparatory School, Lekki, Lagos, Nigeria.

STEP 2: MAKE AN APPLICATION

Submit an application to Hampton Preparatory Schools with a completed and signed application form with the documents and items listed below; additional documents may be required as and when necessary.

- Application for Admission form – one per child, completed and signed.
- The Medical form – one per child, completed and signed.
- The Right of Publicity form – one per child, completed and signed.
- Two recent colour passport size photographs of the child.
- A copy of the child's birth certificate.
- A copy of the child's vaccination booklet.

School reports/transcripts for the past 2 terms. If necessary, school records must be translated into English and authenticated.

Pay the non-refundable/non-transferable Application Fee of N15,000 per child to pick up the Application Form. The fee may be paid via bank transfer or through POS.

Please note that we are unable to process any application until all required documentation and the application fee have been received.

Submission of an application does not guarantee a place. As year groups can fill up very quickly, we advise submitting applications as early as possible. Where possible, the School will try and provide a realistic assessment of the chances and possible timing for admission. However, like most international and private schools, the enrolment situation is dynamic. You may submit an application in person to us at:

Hampton Preparatory School,
23, Prince Adelowo Adedeji Street,
Lekki Phase 1,
Lekki, Lagos, Nigeria.

STEP 3: ASSESSMENT, TESTING AND INTERVIEW

All applicants seeking entry into Hampton Prep Schools are tested or assessed (EYFS) and all candidates and their parents are required to meet with the Headteacher. At the time parents may ask more detailed questions about the programs and curriculum.

The testing/assessment process is designed to ensure that the placement of all children will best meet their educational and personal requirements. The assessment is also designed to help ascertain whether a child would require specific support.

The School reserves the right to reject any applications where students appear to have needs that cannot be met by our current program.

Please note that the assessment material is private and is the intellectual property of the School. Parents are not entitled to view or obtain copies prior to or after the child's assessment.

STEP 4: OFFER A PLACE

Following the assessment process, parents are informed either through email, text message or call that their child:

- has been offered a guaranteed place
- has been placed on a Waiting List for entry if further places become available
- unsuccessful

If the application is successful, an offer of place will be made.

STEP 5: ADMISSION LETTER

In order to accept the offer of a place at the start of the next academic year, the next term or for immediate entry in exceptional circumstances, parents should:

1. complete and return Admission Letter form
2. pay the entrance fees (non-refundable) within the time frame specified in the offer letter. Failure to do so may result in the place being offered to another pupil.

If an employer pays the fees, kindly produce a Letter of Financial Guarantee from the company and send it to us before the due date.

STEP 6: PARENTAL SUPPORT OF THE SCHOOL AND ITS ETHOS

All HPS parents are expected to support the ethos and policies of the School. Particular reference is made here of the School's policies for Child Protection and Safeguarding, Online Safety and Digital Responsibility, Health and Safety, Learning and Teaching, Behaviour for Learning, Attendance and Homework.

STEP 7: ADMISSION

Upon receiving payment or letter of financial guarantee, which confirms acceptance of the offer, the School will invite parents to purchase school uniforms at Hampton Prep School Admissions Office and the office will communicate the start date and provide details for the first day of school.

I, _____ have been informed of, agreed to and accepted the Hampton Preparatory School Admission Process.

Signature: _____

Date: _____