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## SECTION 3.1 – ADMISSIONS POLICY

### Introduction

Frensham Heights (“the School”) is a coeducational independent school for children from ages 3 to 18, with flexi, weekly or full boarders from age 11 or older.

Deciding on the right school for your child is very important. Frensham Heights is a unique school with a distinctive ethos and we believe that a personal visit is invaluable. We very much hope that you and your child will visit us. We usually hold several Open Days each year which give a general introduction to the School. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact the School’s Admissions Team on 01252 792561 or email [admissions@frensham.org](mailto:admissions@frensham.org) to arrange a visit. If it is not possible to hold open events or arrange school visits because of circumstances beyond the School’s control, then the School will publish alternative arrangements on its website.

The School Prospectus and website describe the School’s ethos, values and principles on which the School operates. The School takes all reasonable care to ensure that both Prospectus and website are accurate and up to date but they do not form part of the contractual terms and conditions between School and Parent.

### Admissions

Entry to Frensham Heights School is by selection. Admission is dependent on a range of criteria based on academic ability and the individual’s personality. In all cases the School will, if not full, offer a place to a student who will benefit from a Frensham education, who will contribute fully to the community and who will grow into a positive and involved member of the school. The exact criteria for admission will vary dependent on the point of entry.

- **Entry to Reception—Year 6.** The School will review a reference or school report from any previous/present school. In addition students will attend two informal assessment days, during which their numeracy and literacy skills, socialisation and suitability will be assessed. Children entering the Nursery and Reception will only need to attend for a half-day.
- **Entry to Years 7 and 9.** Selection will be based on a combination of an interview with the Head and the relevant Head of School, results from the Frensham Heights School entrance assessment and relevant information gathered from the student’s present school, including recent reports, references as well as additional education psychologist reports. Candidates from Preparatory Schools will be assessed by our own entrance process and a deferred place may be offered. Current Frensham students will follow a similar admissions process - transfer to Year 7 should not be assumed as automatic. Applicants from an international

background will also take an English as a Second Language assessment to ensure they are in a position to access the whole school curriculum and culture.

We consider all of the above information in the expectation of 9 GCSEs being taken in the future, achieving a minimum of Grade 4 in all. The entrance process normally takes place from November to January.

- **Entry to Other Year Groups below Year 12.** Whilst the School will consider offering admission to students at other points in their school career, it is seen as unusual and will depend on the availability of places. In this event we will set an appropriate entrance examination, review recent school reports, request a reference from the current school and conduct an interview. The School does not view entry into Year 11 as advisable given the difficulty in matching GCSE courses, coursework and examination boards, though entry into Year 10 is possible.
- **Entry to the Sixth Form.** All candidates for entry to the sixth form are expected to achieve at least five GCSEs at grades 9-5 plus at least A grade 4 in both English Language and Maths, with a requirement for grades 6 and above in the subjects they wish to pursue for A Level. We also require a grade 7 in Maths GCSE for those applying to study Maths A Level. The entrance process normally takes place in November. External candidates will sit a general examination paper, have an interview with the Head and Head of Sixth Form and take part in subject related activities or associated subjects (e.g. for Politics, a grade 6 in History).

Any student who achieves low pass grades only (5 and below) in their Year 12 end of Year assessments will have their progress to Year 13 reviewed and it may be decided that repeating Year 12 is the best educational option.

#### **Overseas Candidates.**

Students who live overseas and are unable to attend entrance assessment days will have a copy of the entrance assessments sent to their current school for them to complete locally under supervision. Interviews will be conducted online. Junior School children will be offered age-appropriate assessments to complete at their current school and an informal online meeting with the Head of the Junior School. Except in exceptional circumstances, a final decision cannot be made without a reference from the Head of a child's current school.

#### **Special Educational Needs**

In pursuit of the school's aims and in line with its ethos, Frensham does not unlawfully discriminate in any way regarding entry and strives to provide each and every student with access to the whole school curriculum. We value students with disabilities and/or special educational needs, provided we can offer them the support that they require and cater for any additional needs and that our site can accommodate them.

Our admissions policy includes an entrance examination and seeks, wherever reasonable, to reduce barriers to entry and increase accessibility for students with SEND. We have regard to the SEND Code of Practice 2014. We require parents of SEND students and students with physical or mental disabilities to discuss their child's needs with the school before they sit the entrance exam so that we can make adequate provision for them. Parents must provide a copy of an educational psychologist's/specialist teacher assessor's report or similar or a medical

report if their child has ever had one along with the completed Registration Form. This allows the school to assess their child's needs and consult with parents (and their child's school or medical advisers, if appropriate) about the adjustments that can reasonably be made for the child if they become a student at the school, to ensure, for example, that their child will be able to access the education offered and that we are able to ensure their child's health and safety, and the health and safety of others. The school reserves the right, in consultation with parents, to adjust the curriculum as needed for pupils who need support for their learning.

We aim to ensure that all students, including those with disabilities and/or special educational needs are not put at a substantial disadvantage compared to a pupil who is not disadvantaged because of a disability. There may be circumstances in which we are not able to offer a place for reasons relating to a child's disability. For example, if, despite reasonable adjustments, we feel that a prospective student is not going to be able to access the education offered, or we are not confident that the school and its approach to education and learning meets the needs of the child or that their health and safety or those of other pupils or staff may be put at risk, we reserve the right to decline a place at the school.

The school will review and monitor developing needs and requirements for learning support and assistance in conjunction with parents and reserves the right to revisit the placement and keep this under review should the school no longer be best placed to meet the student's needs and provide the necessary level of learning support and assistance.

### **Sibling Policy**

Most siblings join us at Frensham Heights. However, admission is not automatic and there may be occasions where the School judges that a sibling is likely to thrive better in a different environment.

### **Waiting List**

Should there not be places available, parents are welcome to add their child's name(s) to the formal waiting list by registering them and paying the non-refundable registration fee. We do not rank the waiting list and will not give an absolute position on the list. This is because we will always seek to fill any place that becomes available with the most suitable candidates for that place. Places off the waiting list are offered at the discretion of the Head.

### **Ambition and Enrichment Programme (Non-Monetary) Years 7-11**

We do not award traditional scholarships until Sixth Form, but instead offer an ambition and enrichment programme to students who show participation, commitment, passion and willingness to be challenged.

The school has a rich range of enrichment opportunities for all students. Those students who display the necessary aptitude and attitude in their chosen field are given the opportunity to become student ambassadors. These are instead of more traditional scholarships and are non-monetary.

The School invites applications from any students interested, or nominations from Heads of Department of students who they think demonstrate the requisite qualities to be a subject ambassador. Students can join the programme at any point in the academic year, students in Year 7 and new joiners in Year 9 can join the programme after their first full term. Students will be given enrichment opportunities, but our philosophy is that ambassadors also give back to the school, for example by coaching/mentoring younger students. We have four areas of Ambition and Enrichment:

**Academic:** for students who demonstrate exceptional academic ability and commitment to their academic studies.

**Performing Arts:** for those with talent and potential in music, dance and/or drama, based on short auditions.

**Creative Arts:** for students with artistic talent and potential.

**Sport:** for all round sporting talent and potential.

The ambition and enrichment fund provides a pathway of enrichment to all who are interested and keen plus specialised activities for subject ambassadors who want to engage more deeply with a subject. Ambassador and enrichment opportunities are consistently provided and calendared during each term and are intended to be balanced throughout the academic year.

### **Sixth Form Arts Awards**

Monetary awards are offered to selected students in the following Creative and Performing Arts disciplines:

- Dance
- Music
- Fine Art
- Photography
- Graphics
- Drama

Those seeking a Sixth Form Arts Award for either the creative or performing arts will be invited to audition and/or submit a portfolio in the January preceding the September of the year of entry.

These awards are given as a discount against the termly fees. The discount is not a set amount, rather it is determined by funds available and the number of awards being offered.

For internal students moving into the Sixth Form from Year 11, there is the opportunity to apply for the Frensham Sixth Form Award, which is awarded based on the pupil's academic profile and commitment to their subjects and wider life at Frensham Heights.

## **Bursaries**

Frensham Heights' bursary programme is generous and is designed to make it possible for as many as possible of those who meet the School entry criteria to take up a place here. The School offers a number of means-tested awards annually of between 10% and 100% of fees to entrants at the usual points of entry. Bursaries for the Junior School, where the fees are comparably lower than the Middle School, Senior School or Sixth Form, are often lower and less frequently awarded. The School does not offer bursaries for children in the Nursery.

Bursaries are means-tested. Parents are required to provide proof of their income and assets and complete in full the bursary application form. The level of support varies according to parental need. Before the offer of a bursary is confirmed, a member of staff or external assessor appointed by the School may visit the family at their home.

All awards will be reviewed annually. The family is required to provide fresh information about its circumstances for every year that their child attends the School. Parents/guardians will be notified of the outcome, before the start of the Summer Term.

To ensure full disclosure and to allow fair and equitable treatment, Frensham Heights asks all applicants to submit a bursary application form through an external organisation called Bursary Administration Limited (BAL).

Our Scholarship and Bursary Awards Policy can be viewed on our website alongside the application deadlines.

A bursary may be withdrawn in accordance with the terms upon which such award is made or otherwise in accordance with the School's Terms and Conditions.

## **Overseas Applicants**

We welcome overseas pupils, who can study at Frensham Heights as a boarder provided that the parents are able to appoint either a relative or responsible adult living in the UK and within two hours of the school who can act as their Guardian and with whom they can stay for some weekends. Guardians must be over the age of 25 and fluent in English and with whom they can stay for some weekends in line with the School's current policy. More details are contained in the School's Terms and Conditions.

## **Right to study in the UK**

No student will be admitted to Frensham Heights unless they can demonstrate their right to study in the UK. The School is a sponsor for Child Student and Student visas and can provide guidance on the process although the costs incurred for visas, health charges etc. are the responsibility of the parent.

## **Fluency in English**

In order to cope with the academic and social demands of Frensham Heights, pupils must be fluent English speakers. Any candidate for whom English is not their first language will be asked

to complete a short English Language Assessment. If deemed appropriate, tuition in English as an Additional Language (EAL) can be arranged at the parent's expense.

### **Religious Beliefs**

Frensham Heights is non-denominational and welcomes applications from prospective pupils of all faiths and of no faith.

The School does not select for entry on the basis of religious belief and offers the opportunity for students to practise their own faiths.

### **School's Terms and Conditions**

The School's Terms and Conditions are on the School's website and will be made available to parents as part of the admissions process.

### **Complaints**

The School's Complaints Procedure is on the School's website and can be sent to prospective parents on request. The Complaints Procedure is not available for use by prospective parents.

### **Records and Review**

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice.

The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose. This will generally be 12-24 months following an unsuccessful application, but reasons to retain for longer might include but not limited to: the parents expressing an interest in the candidate re-applying for any reason at a later date, or in the potential candidacy of another sibling; or to deal with any ongoing matters or queries arising from the application.