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November 2027		Director of Admission, Marketing and Communications

SECTION 3.1 – ADMISSIONS POLICY

Frensham Heights is a co-educational independent School for children from ages 3 to 18 with flexi, weekly or full boarders from age 11 (Year 7 entry). The School has 510 pupils, and 20-25% of Senior School pupils are boarders.

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 Frensham Heights. We hold a number of open events throughout the year, which give a general introduction to the School. Details are published on our website. We are also 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 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 ENTRY PROCEDURE

Entry to Frensham Heights is by selection. The exact criteria for admission will depend on the year of entry. Our selection process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the School. The emphasis on entrance to all year groups is an understanding of the whole child.

The usual points of entry 4+/Reception, 11+/Year 7, 13+/Year 9 and 16+/Year 12. The School will also consider pupils for entry at other ages. Please contact the Admissions Team for details.

Applicants for admission should register by 31st October of the year preceding the desired year of admission. The School's Registration Form is available on the School's website and from the Admissions Team.

Entry to Reception - Year 6. The school will review a reference and school report and any other relevant educational reports (e.g. SEN / IEPs) from any previous/present school. In addition, children will be invited to attend two informal taster sessions.

Entry to Years 7 - 11. Selection will be based on an interview with the Head and the relevant Heads of School, results from the Frensham Heights School entrance assessment and other relevant information from the candidate's previous school including school reports and any other educational or diagnostic reports.

Entry to the Sixth Form. Selection will be based on interview with the Head and the Sixth Form Team, GCSE results and other relevant information from the candidate's previous school.

Overseas Candidates

Pupils 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. Except in exceptional circumstances, a final decision cannot be made without a reference from the Head of a child's current school.

EQUAL TREATMENT

Frensham Heights' aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. We are mindful of our obligations under the Equality Act 2010 during the Admissions Process. This enriches our community and is vital in preparing our pupils for today's world. Bursaries are offered in order to make it possible for as many as possible who meet the School's admission criteria to attend the School. The School's provision for bursaries is described below.

Frensham Heights is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background.

INFORMATION SHARING

We require parents to inform the School at the outset of the application process about any needs which their child may have or any other significant matters which the School should reasonably be aware of because, for example, it would necessitate tailored provision and/or would materially impact on their child's attendance at School and/or ability to engage in day-to-day School life. The School may wish to discuss these matters with the parents and/or require some further information.

Parents must ensure that information provided is accurate, complete and not misleading and relevant details and information (or changes to them) are shared in a timely and transparent manner.

A failure to disclose relevant information and/or the provision of inaccurate, incomplete or misleading information may - in some cases - lead to the withdrawal of an offer or termination of the School's Parent Contract.

SPECIAL EDUCATIONAL NEEDS

Frensham Heights does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, provided we can reasonably offer them any support that they require and cater for any additional needs and that our site can accommodate them. We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

Our policy is to apply our admission criteria to all potential pupils. We require parents of children with special educational needs, disabilities or allergies (suspected and diagnosed) to discuss their child's needs with the School at the outset of the admissions process so that we can consider and make – to the extent reasonable – appropriate provision for them.

Parents are required to provide with the Registration Form full details of all relevant information about their child, including any reports (including any educational psychologist reports, medical reports or assessments or other relevant expert third party reports), materials or information about their child's needs (educational, health or otherwise), and this may include any final or draft EHC needs assessments (or applications for a needs assessment) or final or draft EHC Plans (or applications for an EHC Plan). This is so that the School can assess their child's needs and consult with parents about any adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to meaningfully access the education offered and that we are able to ensure their health and safety, and the health and safety of others. This information should be provided prior to the admissions assessment process.

Where parents of a prospective pupil feel their child requires adjustments (in respect of the admissions process and/or with regards to education at School and participation in School life in the event they are offered and take up a place at the School), parents should raise these with the School at the outset and the School may – depending on the circumstances - require some further information from parents or request further assessments in respect of the needs identified and will discuss with parents (and their child's medical advisers, if appropriate) the adjustments proposed and whether they can reasonably be made for the child if they were to become a pupil at the School.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's special educational needs and/or disability. For example, if, despite reasonable adjustments (in the case of disability), we feel that a prospective pupil is not going to be able to meaningfully access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, or where the School cannot reasonably accommodate the adjustments required or reasonably provide the nature or level of the support required.

Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and the pupil starting at the School. The School requires parents to be pro-active in updating the School as to any changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the School. However, the School may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming and transparent in their communications with the School about any material change to their child's circumstances.

In the event your child has an EHC needs assessment or EHCP (whether at the application stage, draft or final form) it is important that these (and the applicable supporting documentation, e.g. educational psychologist reports or other expert assessments) are shared promptly with the

School and that the School is kept up to date with respect to any relevant decisions of the Local Authority or changes in provision.

THE ASSESSMENT PROCESS

The aim of the process is to identify potential. Frensham Heights is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The School has strong traditions in music, drama, art, outdoor education and community activities. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for our entrance tests is needed; all candidates start on an equal footing.

We do not assess candidates for entry prior to Year 2.

All other candidates for entry below 16+ sit papers in English, Maths and Reasoning, which are designed for their age group.

Candidates for entry at 16+ may sit an entrance assessment relative to their age group. Our offer of places into Year 12 is conditional upon a candidate achieving a minimum of 5 GCSEs at grades 9-5 plus at least grade 4 in both English Language and Maths. There may be individual entry requirements for certain subjects.

The dates for the assessment process for the current year are published on our website, together with the dates that results are posted to families and the closing date for acceptances.

References will be sought from the Head of a candidate's current School as part of the assessment process.

SIBLING POLICY

Siblings often 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 academic environment.

SIXTH FORM ARTS AWARDS

Monetary awards are offered to selected Sixth Form students in the following Creative and Performing Arts disciplines: Dance, Music, Drama, Technical Theatre, Fine Art, Photography, 3D Design and Graphics.

Those seeking a Sixth Form Arts Award for either the creative or performing arts will be invited to audition and/or submit a portfolio during the entrance process. These are for internal and external applicants.

Students successful in their Arts Award applications will be awarded a fee discount of 15%. All recipients of the Arts Award will also be invited to apply for a means tested Frensham Heights Bursary if they require additional financial support. As part of the Arts Awards programme, students will also benefit from funded, enrichment opportunities and support.

For internal students moving into the Sixth Form from Year 11, the Frensham Sixth Form Awards, are awarded based on the student's academic profile and commitment to their subjects and wider life at Frensham Heights.

BURSARIES

Frensham Height's bursary programme is generous and is designed to make it possible for as many as possible of those who meet Frensham Height's entry criteria to take up a place here. The School offers means-tested awards annually to entrants at the usual points of entry, where the parents have indicated on the Registration Form that they require financial support. Bursaries are means-tested in accordance with the criteria published on the School's website from time to time. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need; but can extend to full fee remission in cases of proven need and depending on the bursary funds available.

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).

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. Levels of support may vary with fluctuations in income or wealth.

The School's practice is to allocate the majority of its bursary funding on entry. The School's expectation is that parents who do not choose to apply for a bursary at the time that their child is being assessed will not require financial support throughout the time that their child attends the School, except in wholly unforeseen circumstances.

Our bursary information/policy can be viewed on our website alongside the application deadlines or can be obtained from the Admissions Team.

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

FINANCIAL INFORMATION

Any applicant for a place at the School, including those who apply for bursary support and overseas applicants, may at the discretion of the School be required to provide additional financial information and/or undergo checks to confirm that they are able to pay the School's fees (or any percentage of the fees still payable if a bursary or scholarship is granted).

OVERSEAS APPLICANTS

We welcome overseas pupils, who can study at Frensham Heights as a boarder provided that they have the legal right to enter, live and study in the UK and they have a Guardian living in the UK. Guardians must be over the age of 25, be British or settled in the UK, be fluent in English, submit a Letter of Undertaking confirming care responsibilities and pass safeguarding checks to ensure there are no relevant criminal convictions. More details are contained in the School's Guardianship at Frensham Heights document on the website.

FLUENCY IN ENGLISH

In order to cope with the academic and social demands of Frensham Heights, pupils must have a good level of English. 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 pupils to practise their own faiths.

SCHOOL'S TERMS & CONDITIONS (PARENT CONTRACT)

The terms upon which the School educates each pupil are set out in the School's Parent Contract which 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. Please see the School's Privacy Notice for further information about how the School collects, uses and processes personal data.

The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose [and in accordance with our Retention of Records / Records Management Policy]. 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.