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GENERAL

Frensham Heights (“the School”) is a coeducational independent school for children from ages 3 to 18. The School has approximately 540-550 students, 20% of whom are flexi, weekly or full boarders 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 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 on it’s website the alternative arrangements in place.

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.

THE ENTRY PROCEDURE

Frensham Heights is a selective school, but we are not highly academically selective. Our admissions decisions are dependent on a range of criteria including ability to access the curriculum and the individual student’s personal and social skills. Furthermore, the School will offer places to students 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.

All children interested in joining the School must be formally registered with us. Our registration form is online and can be found on the School’s website and should be submitted along with a non-refundable registration fee of £150.

We accept registrations for entry into the Junior School throughout the year but fill places on a first come, first served basis so strongly advise registering early in the academic year.

For entry into Years 7, 9 and 12 registration deadlines apply and are published on our website. Registrations for entry into these and other years will be accepted outside of these deadlines subject to availability of places. Please contact the Admissions Registrar for more information.

EQUAL TREATMENT

Frensham Heights aims to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today’s

world. Generous 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.

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 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 or 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 with the Registration Form a copy of an educational psychologist's report or a medical report if they have one. This is so that the School can assess their child's needs and consult with parents about the adjustments which can reasonably be made and so that the School can 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 make adjustments to the curriculum as needed in relation to pupils who require learning support.

The School will discuss thoroughly with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if they becomes a pupil at the School, to ensure that the prospective pupil is 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 pupil 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 pupil's needs and provide the necessary level of learning support and assistance.

THE ASSESSMENT PROCESS

Exact criteria for admission vary dependant on the point of entry. In all cases, children must be registered with us before they attend either a taster session or entrance assessment.

- **Nursery.** Children joining the Nursery will normally be invited to a short taster session in our Nursery setting under the direct supervision of our Teacher in Charge of Early Years.
- **Reception -Year 6.** Students will normally be invited to attend an informal taster session during which their numeracy and literacy skills, socialisation and suitability will be assessed. The taster sessions run at set times throughout the year and generally last half a day.

- **Year 7 and 9.** The entrance process normally takes place on the second Saturday in January. Selection will be based on a combination of an interview with the Head and/or member of the Senior Management Team, results from the School's entrance examinations and relevant information gathered from the student's present school. Those seeking a deferred Year 9 place will follow the same selection process and a deferred place may be offered. The School does not release the marks from the entrance assessment but are always happy to discuss the entrance assessments with the Head of a child's current school.

Current Year 6 Frensham students will also follow the same admissions process and a transfer to Year 7 should not be considered automatic.

We will consider all the above information in the expectation of nine GCSE's being taken in the future achieving a *minimum of Level 6* in all.

- **Year 12.** All candidates for entry into the Sixth Form are expected to achieve at least six GCSE's grades 8-4 including grade 6 in their chosen A Level subjects. Candidates hoping to study either Maths or Science at A Level are expected to achieve at least grade 7 in these subjects.

External candidates will complete the school's own entrance assessment and interview with the Head and/or member of the Senior Management Team. The entrance process will take place in mid-November.

- **Entry into other Year groups below Year 12.** Whilst the School will consider offering admission to students into other year groups, it is dependant on the availability of places. In the event, prospective students will be asked to complete the same entrance assessments, attend an interview with the Head and/or member of the Senior Management Team. The School does not view entry into Year 11 or 13 as advisable.

With the exception of entry into the Nursery and Reception class, a reference and recent school reports will be sought from the Head of a child's current or recent school.

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.

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.

SCHOLARSHIPS

Frensham Heights offers scholarships each year for excellence in academia, sport, music, art, dance and drama.

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

Purpose of Scholarships

Scholarships are designed to celebrate exceptional talent and outstanding potential. The awarding of a scholarship offers scholars access to a wide range of enrichment opportunities but do not attract a reduction in fees.

In Years 7-9, scholarships are awarded after entry to the School to those children who demonstrate both potential and motivation in their chosen areas. In Year 12, scholarships are awarded as part of the entrance assessment process with interested students invited to return to the School for further assessment.

Further information is available from the Admissions Registrar.

We encourage parents of scholars who anticipate that they will experience difficulty in meeting the balance of the tuition fees to apply (at the same as registration of their child) for one of the School's means-tested bursaries described below.

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 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.

Bursaries are always offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the School. Levels of support may vary with fluctuations in income or wealth.

Our bursary 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 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 & 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 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.