

## Admissions Policy

**This policy applies to:**

**Francis Holland Regent's Park   Francis Holland Sloane Square   Francis Holland Prep**

Where there are differences between the schools these have been clearly highlighted.

Policy owner	RP: Head SSq: Head Prep: Head  Trust: Director of External Relations
Type of policy	Part 6 (3)(a)  Particulars of the schools' policy on arrangements for admissions
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Circulation	<input type="checkbox"/> Trust Website <input checked="" type="checkbox"/> Schools' Websites <input checked="" type="checkbox"/> Sharepoints <input type="checkbox"/> FHS People  All policies are available from the Trust Office, Francis Holland Schools Trust, 35 Bourne Street, London, SW1W 8JA
Linked Policies	Privacy Notice Pupils and Parents

# Admissions Policy

## Policy Statement

This document is intended to provide some guidance and further explanation, for parents, on the policies and procedures relating to admission of pupils to schools belonging to The Francis Holland Schools Trust (FHST). Francis Holland Schools are academically selective schools and firmly committed to offering a single-sex education for girls. Pupils are offered places based on the selection procedures described below.

## Equal Treatment

FHST is committed to equal opportunities in education and does not unlawfully discriminate regarding entry. Admissions to our schools will adhere to the FHST Equality, Diversity, Inclusion and Belonging Policy.

All candidates for admission to the school will be treated equally irrespective of their or their parents' race, religion, nationality, ethnic origin, sexual orientation or social circumstances. The Trust's aim is 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 life in wider society.

The Schools recognise and respect the variety of religions represented in the school community, but they expect all pupils to attend school assemblies and church services, which are fundamental to our Christian ethos. The school buildings are not well suited to candidates with serious disabilities, but The Schools are committed to improvement in this area and will make every effort to accommodate a candidate with a disability. The Trust aims to treat every application in a fair, open-minded way.

## Eligibility

A pupil must have the right to study in the UK for the duration of her enrolment at the school. The school will request evidence of this during the admissions process, normally in the form of a British or Irish passport or valid visa documentation. The school reserves the right to rescind an offer where the right to study cannot be evidenced.

## Special Educational Needs and Disabilities

We welcome pupils with special educational needs, providing that our Learning Strategies/Support Department can offer them the support that they require. We welcome pupils with physical disabilities provided that our site can accommodate them.

- Reasonable adjustments to entrance assessments will be made for applicants with special educational needs and/or disabilities in order that all applicants are assessed fairly.

Parents of children with special education needs or physical disabilities are advised to contact the school to discuss their child's requirements before she sits the entrance assessments to allow the school to make appropriate provision.

Parents are required to provide full details to the School upon application if their child requires additional provision such as extra time or other special arrangements for the assessments or is in current receipt of external or in-school learning support. Details to support the request could include:

- an educational psychologist's report
- an Education, Health and Care Plan (EHCP)
- other medical professional's report
- a recommendation from the Head/ Special Needs Advisor at the current school
- other information about a disability, allergy or medical condition

A place will only be offered if the school believes that it can appropriately support a pupil's learning or other needs effectively and that admission is in the best interests of the child.

If the School is in a position to offer a place, we will discuss thoroughly with their parents and their medical advisers the adjustments that can reasonably be made for the child if she becomes a pupil at the School.

In accordance with the Equality Act 2010, the school will make reasonable adjustments to its provision to ensure that pupils with disabilities are not put at a substantial disadvantage to their peers. The nature of these adjustments will be determined in consultation with the child and parents.

We also ask that parents inform us as soon as possible if a candidate develops a temporary disability or medical need that may require special arrangements for the period covering the entrance exam (eg an injury requiring the use of crutches).

### Disclosure Of Additional Information

Parents must disclose on application, or as soon as possible and certainly in advance of the publication of results, any particular known or suspected circumstances relating to the candidate's health, allergies, disabilities or learning difficulties, as well as any other information regarding a child that could impact their education at a school. The school relies on the integrity of the admissions procedure and therefore the truthfulness of the information provided by the applicant's parents, as well as the requirement to disclose any information to the school which may be relevant to the application process such as any learning difference or disability. Where relevant information is not disclosed or proves to be false or misleading the school reserves the right to withdraw the offer of a place which may have been granted, deny the applicant admission, or where a pupil has already been admitted, request that the pupil is withdrawn from the school.

### Age Of Entry

Candidates are assessed for entry as follows:

- **Into Reception [Francis Holland Prep]** - the class for 4/5 year olds – annually in Spring Term
- **into Year 7 [FH Regent's Park and FH Sloane Square]** - the class for 11/12 year olds - annually in the Autumn and Spring Term
- **into the Lower VI [FH Regent's Park and FH Sloane Square]** - the class for 16/17 year olds - annually in the Autumn Term and at other times in the year on an ad hoc basis
- **For any other year groups:** at other times if a vacancy should arise.

Parents are advised to visit the school before their daughter is tested; details of the available Open Days are on the Schools' websites.

Applications must be received by the registration deadline in the year prior to entry.

There is no automatic right of transfer from one Trust school to another. Places are offered to prospective pupils on the basis of their potential to thrive in the educational environment provided. When applying to more than one FHS school at any one time, registration fees are payable to each individual school.

## Entry Procedures

Summary: Our admissions policy has four elements:

- Competitive entry tests;
- One or more interviews;
- Character and academic reference from the current school;
- Disability assessments (if applicable)

### **ENTRY INTO YEAR 12 (LOWER SIXTH)**

Candidates take papers in the subjects they wish to take at A level. There is also a general interview to explore matters such as the candidate's interests, attitude to the school, personal qualities, ability to contribute to the school community, support available at home, and any relevant connection with the school.

There may be an additional interview to explore a candidate's academic ability in a particular subject. For certain subjects (such as Art) candidates may be asked to submit samples of their work.

### **ENTRY INTO OTHER YEARS**

Candidates will normally be assessed in Mathematics and English with an age-appropriate Test and will be interviewed. Candidates for entry into Year 8 or above may be assessed in other subjects. This will depend on the candidate's educational background.

There is also a general interview to explore matters such as the candidate's interests, attitude to the school, personal qualities, ability to contribute to the school community, support available at home, and any relevant connection with the school.

## References

For entrance at every level, the Head of the candidate's current school will be asked to provide a reference as to the candidate's academic ability, attitude, and behaviour, involvement in the school community, talents and interests and any other special circumstances, such as special educational needs or a disability. The reference may also ask for results, or predicted results, for tests taken at, or to be taken at, school e.g. National Foundation for Educational Research or Standards and Testing Agency (SATs) tests and predicted grades at GCSE (if appropriate).

## Candidate's Age

Very occasionally The Schools may offer a place to a candidate one year ahead or behind her standard year group, if they consider, as a matter of professional judgement that it would be in the best interests of the pupil and the school.

## Special Circumstances

The Schools recognise that a candidate's performance may be affected by particular circumstances, for example:

- if the candidate was unwell when taking the tests or has had a lengthy absence from school
- if there are adverse family circumstances such as recent bereavement
- if there is an unusual educational history such as education outside the British system
- if a candidate has a disability or a specific learning difficulty
- if English is not the candidate's first language

In any such case The Schools may request further information, e.g. a medical certificate or a report from a suitable professional, and any associated correspondence, or samples of work and a further report from the candidate's current school. Information on special circumstances must be given to the school before or at the time of the examinations and interviews.

## Additional Factors

Francis Holland is over-subscribed. If The Schools have to decide between two or more candidates who meet our admission requirements after all appropriate allowances have been made and special consideration has been given, they may give preference to

- a candidate who already has a sister in the school.
- a candidate whose parent is a former pupil of the school.
- a candidate whose parent is a current member of staff.
- a candidate with a particular skill, talent, or aptitude.
- a candidate who is a daughter of Church of England clergy.

## Admissions Register

For each pupil, the admissions register will contain:

- Name in full.
- Sex.
- Name and address of both parents, with an indication of the parent with whom the pupil normally resides.
- At least two emergency telephone numbers.
- Day, month, and year of birth.
- Day, month, and year of admission or re-admission to the school.
- Name of last school attended, if any (Addresses of these schools are kept on a separate database).

Please refer to our Privacy Notice on the Trust website for details on how The Schools process and use this data.

## Decisions

The final decision regarding admissions rests with the Head. There is no right of appeal against their decision.

## Appendix 1: Admissions Policy at Francis Holland Regent's Park

### **ENTRY INTO YEAR 7 (11+)**

All candidates sit the bespoke assessment set by the London 11+ Consortium which aims to test cognitive ability as well as to discover the applicant's potential in creative and critical thinking, analysis, synthesis and problem-solving.

Candidates are then invited for interview to assess their skills in problem-solving, critical-thinking and creativity. The Schools also request a reference from the Head of the candidate's current school.

Applications must be received by the date specified by the London 11+ Consortium, which is usually early November in the year prior to entry.

### **ENTRY INTO YEAR 12 (LOWER SIXTH) FOR STUDENTS ALREADY AT FHS (INTERNAL STUDENTS)**

Students who take GCSEs in Year 11 at Francis Holland School, Regent's Park, automatically move up into Year 12 after their GCSEs provided that they meet the following conditions:

- A pass in GCSE Maths and English.
- The School's subject entry requirements in the three subjects they wish to take for A level.

### **ENTRY INTO YEAR 12 (LOWER SIXTH) FOR STUDENTS JOINING (EXTERNAL STUDENTS)**

External applicants are required to meet the School's subject entry requirements in the three subjects they wish to take for A level, as well as any other conditions outlined in their offer letter.

For full details please see the Admissions section on the school website.

## Appendix 2: Admissions Policy at Francis Holland Sloane Square

### **ENTRY INTO YEAR 7 (11+)**

All candidates sit the bespoke assessment set by the London 11+ Consortium which aims to test cognitive ability as well as to discover the applicant's potential in creative and critical thinking, analysis, synthesis and problem-solving.

All candidates\* are then invited for interview to assess their skills in problem-solving, critical-thinking and creativity. The session comprises an individual interview and a group activity session. We also request a reference from the Head of the candidate's current school.

Applications must be received by the date specified by the London 11+ Consortium, which is usually early November in the year prior to entry.

### **ENTRY INTO YEAR 12 (LOWER SIXTH) FOR STUDENTS ALREADY AT FHS (INTERNAL STUDENTS)**

Students who take GCSEs in Year 11 at Francis Holland School, Sloane Square, automatically move up into Year 12 after their GCSEs provided that they meet the following conditions:

- A pass in GCSE Maths and English.
- 6 GCSEs at grade 6
- The School's subject entry requirements in the three subjects they wish to take for A level.

### **ENTRY INTO YEAR 12 (LOWER SIXTH) FOR STUDENTS JOINING (EXTERNAL STUDENTS)**

External applicants are required to meet the School's subject entry requirements in the three subjects they wish to take for A level, as well as any other conditions outlined in their offer letter.

\*The School reserves the right to select for interview at 11+, at the beginning of an admissions cycle.

For full details please see the Admissions section on the school website

## Appendix 3: Admissions Policy at Francis Holland Prep

### **ENTRY INTO RECEPTION (4+)**

Candidates are invited into school for over two hours during which time the girls will be assessed in small groups by experienced EYFS staff. We are looking for curiosity, potential and readiness to learn.

The assessment comprises some imaginative play, drawing, counting, listening to a story and talking about it.

For full details please see the Admissions section on the school website