

FULNECK SCHOOL ADMISSIONS POLICY

Date of Policy: December 2020

Policy Owner: Business Development Director

New Policy Review: December 2023

Review Frequency: Every three years

Previous Versions: June 2019

Governor Committee(s): Business Development Committee

Linked policies: SEND; Accessibility



CONTENTS

Section	Title	Page
1	POLICY AIMS	2
2	RESPONSIBILITY FOR ADMISSIONS	2
3	SELECTION CRITERIA FOR NEW PUPILS	2
4	ENTRY POINTS	3
5	REGISTRATION	3
6	ENTRANCE ASSESSMENT PROCEDURES	4
7	OFFERS	6
8	EQUAL OPPORTUNITIES	7
9	SPECIAL EDUCATIONAL NEEDS, SPECIFIC LEARNING DIFFICULTIES OR OTHER DISABILITIES	7
10	RIGHT TO STUDY IN THE UK	8
11	FINANCIAL SUPPORT	8
12	CONDITIONS OF ADMISSION	9
13	WITHDRAWAL	9
Appendix 1	SCHOLARSHIP CRITERIA	10

1. POLICY AIMS

1.1 Fulneck School exists to provide high quality educational opportunities and experiences for children aged 3-18 years, in the environment of a Christian foundation school. The aims of this policy are:

- To ensure compliance with the school's charitable purpose in providing independent education for boys and girls between the ages of 3 and 18.
- To set selection criteria and procedures which are transparent, fair and consistent with this charitable purpose.
- To identify applicants whose academic and other abilities match the ethos and standards of the school, and whose personal qualities suggest they have the potential to contribute sufficiently to the school community and benefit from the many opportunities that are offered here.

2. RESPONSIBILITY FOR ADMISSIONS

2.1 All admissions and registrations to Fulneck are coordinated by the Admissions Manager (reporting to the Director of Business Development) in cooperation with the Principal, Senior Leadership Team and where appropriate the SENCo. The Admissions Manager will be the initial point of contact for a prospective parent and will coordinate all stages of the enquiry up to the point of admission.

2.2 The Principal is responsible for the final decision on all admissions and for overseeing this policy. The selection criteria and application process are determined and reviewed regularly by Governors. Those involved in selection and interviewing have received appropriate preparation and training.

2.3 Documents supporting each application for admission will be retained by the school for at least one year after the entrance selection period, whether or not the applicant is offered a place. Correspondence regarding unsuccessful candidates will be dealt with by the Principal.

2.4 The school maintains admission and attendance registers in accordance with the Department for Education's School Attendance Guidance for maintained schools, academies, independent schools and local authorities (August 2020).

3. SELECTION CRITERIA FOR NEW PUPILS

3.1 Fulneck School is a non-selective school and provides teaching programmes and strategies to allow children with a wide range of academic abilities to access the curriculum. Pupils between the ages of 3 and 18 will be considered for entry to Fulneck at any stage and for boarding from Year 7 (11 years) onwards.

3.2 The admissions process will assess the pupils' academic ability and potential as well as their social and behavioural development. It will also seek to identify any particular pastoral and/or special educational needs of the prospective pupil.

3.3 The preconditions for an admission to be considered are that:

- The applicant is of the appropriate age and sufficient maturity.

- The applicant enjoys good general health and will be able to attend lessons and fully participate in the life of the school.
- The school report from the applicant's current school is satisfactory in respect of conduct and attitude.
- The applicant's learning difficulties and other special needs (if any) have been fully disclosed at the point of registration to the school and are, in the opinion of the Principal, within both the school's and the pupil's capacity to cope.
- The school would be able to make all reasonable adjustments for a disabled applicant and, if the applicant was refused entry to the school based on their disability, then the reasons would be communicated clearly to the applicant's parents or guardian.

3.4 If the school believes a pupil meets the pre-conditions above then the pupil will be invited to be assessed for entry. The criteria for selection are:

- Success in the School Entrance Assessment and interview (if applicable)
- A positive reference and school report from the applicant's present school
- Successful completion of a taster day and, where specific needs have been identified, confidence that the school can meet these needs
- Applicants to the Sixth Form will also need to provide predicted GCSE grade outcomes. An offer may be made conditionally upon these grades being achieved. The grades specified may vary, dependent upon the subject choice and are outlined in the Sixth Form Courses Handbook.

The procedures relating to the format of the assessments for applicants vary by year group and are documented further in this policy.

3.5 During the admissions process, the school will pay regard to the Equality Act 2010 and will comply with all anti-discrimination and equal opportunities legislation with regard to gender, race, religion, disability and human rights. The school will not take into account family connections with Fulneck School, area of residence, socio-economic group or sexual orientation.

4. ENTRY POINTS

- 4.1 The school accepts the majority of its new pupils at Pre-School, Reception and Year 7 entry. However, applications can be considered for all year groups where places are available, with the exception of Years 11 and Year 13.
- 4.2 The school admits students at all entry points throughout the academic year, although the main assessment session will take place in January each year for entry to Year 7 in the following September.
- 4.3 The school normally uses the 1st September birthday watershed for determining the applicant's year for entry. Prospective applicants to our Pre-School may join in the term of their 3rd birthday.

5. REGISTRATION

- 5.1 A registration form must be completed and returned to the school in order for us to commence the formal application process. International applicants will also be required to pay a non-refundable registration fee of £150 to cover administration costs.

- 5.2 The School will accept registrations from any party with parental responsibility for the potential applicant. However, permission may need to be sought by the School from other parties with parental responsibility if they have not signed the registration form, to ensure that they do not object to the applicant taking up a place at the school if one is offered.
- 5.3 On receipt of the registration form, if the school believes they can meet the needs of the prospective applicant, they will commence the assessment process. The completion of a registration form does not guarantee admission by the Principal nor is it in any way binding to parents.
- 5.4 On receipt of the registration form, in the case of pupils transferring from other schools, a reference request is sent to the current school asking for a return as soon as possible. We will also request a copy of your child's recent school report and reports on any identified special educational needs and/or behavioural concerns that the school should be aware of.
- 5.5 If the prospective applicant and parents have not already done so, it is expected that whenever possible, they will visit the school prior to the commencement of the assessment process. The Principal, a member of the Senior Leadership team or other delegated members of staff, will be responsible for showing prospective parents and pupils round the school.

6. ENTRANCE ASSESSMENT PROCEDURES

- 6.1 Entrance assessments are normally carried out during a full taster day (except for entry to the Early Years Foundation Stage). This enables prospective pupils not only to undertake the formal assessments but also to spend time with their peer group. In cases where a prospective applicant cannot attend the school (for example overseas applicants) arrangements will be made for the applicant to take the entrance assessments under appropriate invigilation. This is followed, where possible, by a web-based interview.

The school will consider the outcome of the entrance assessments in conjunction with the following to inform their decision on whether to make an offer to a prospective applicant:

- recent school reports issued to the pupil and supplied by the parents
- a confidential report from the pupil's current school to ascertain acceptable standards of behaviour
- any special needs or medical conditions of which the school should be aware.

6.2 Pre-School and Reception Assessment Process

All prospective applicants will attend the setting for a taster session lasting approximately 1-2 hours. During this time staff observing the child will look for evidence of the following based on Foundation Stage profiles: social behaviour; speech/conversation; communication with peers/adults; familiarity with numbers; recognition of colours/objects; physical development; drawing/ general.

6.3 Junior School Assessment Process

All prospective applicants will attend the school for a one-day taster session within the class they are applying to. Entry to Years 1 and 2 is based on informal assessment of their interaction with

other pupils and their participation in numeracy and literacy sessions.

6.4 Senior School Year 7 Assessment Process

All prospective Year 7 applicants, including those moving from Fulneck's Junior School, are invited to attend the school for the annual Entrance Assessment during January. Scholarship Assessments and Interviews also generally take place in January (please see the guidance on Scholarships in Appendix 1).

During the assessment day, applicants are required to sit the Senior School's entrance assessment papers in Maths, Verbal and Non-Verbal Reasoning. The papers are designed to assess the level of each pupil and are marked internally by departmental Heads, whereas the verbal/ non-verbal reasoning tests wield additional useful information about a pupil's potential.

Any applications received after January for entry in the following September will need to sit the entrance assessments during a separate one-day taster day at the school.

6.5 Senior School Non-Year 7 Admissions Process

All prospective applicants will attend the school for a one-day taster session within the class they are applying to. During the taster day, applicants are required to sit the Senior School's entrance assessments in both Maths and English, which includes both comprehension and creative writing.

6.6 Sixth Form Admissions Process

Potential applicants to the Sixth Form must be capable of gaining the appropriate criteria for entry, which will be determined based upon their chosen Sixth Form options. The School looks for an academic profile and commitment (including passes in Mathematics and English) that is likely to lead to success in our Sixth Form.

A provisional offer of a place will usually be made after an interview and on receipt of a satisfactory school report and set of GCSE predictions. All offers are conditional and will be confirmed on publication of the GCSE results or equivalent for international students not following a GCSE programme.

Candidates wishing to apply for Sixth Form Academic Scholarships will be invited to provide evidence of likely very high performance at GCSE and a school reference. The scholarship, if offered, will be confirmed or otherwise upon publication of GCSE results.

6.7 International Student Admission Process

Applications to the school from international students follow a similar process to UK applicants. Students will be assessed using a school reference and report from their existing school. A taster day in school is replaced by a web-based interview with the Vice Principal or Head of International Studies, who will assess their reasons for wishing to study at the school and their level of spoken English.

Applicants will also sit entrance assessments in English and Maths. For applicants to the Sixth

Form, further subject specific testing may be needed to ensure the candidate is at a sufficient level to follow the course. These assessments will be invigilated at the applicants existing school or at the offices of an educational agent, working in partnership with Fulneck School and with whom the school holds an Agents Agreement Contract.

All applicants for whom English is not their first language will be expected to attain a result in the assessments commensurate with the course they are applying for. This will ensure that they are able to access the curriculum. If an applicant's English is very weak, a pre-session course may be recommended. Once admitted international students follow a curriculum appropriate to their level of English.

When there are spare places in the boarding houses, consideration will be given to applications from overseas students looking for a 'short stay' immersion in the UK education system.

6.8 Boarding Admissions Process

Pupils who are expressing an interest in boarding will tour the boarding houses and meet with boarding staff. In addition to the standards described elsewhere in this document, the school allocates places within the boarding community based on the school's assessment of how well the pupil is suited to boarding and how much they will benefit from being a boarder.

7. OFFERS

- 7.1 The school will write to you within 48 hours of your child completing all their assessments and advise you whether or not we are able to offer you a place for your child. In some instances, we may request for further assessments to take place in order to make a decision.
- 7.2 Prior to the offer of a place the school needs to feel confident that the prospective pupil will respond to the education provided and will develop to his or her full potential, enabling him or her to have a successful, happy and fulfilling school career. If there are any behavioural or other concerns a conditional clause will be included in the offer letter.
- 7.3 The school will inform those parents whose child has not been offered a place that it is school policy not to discuss their child's performance in the entrance assessment and that the school's decision is final.
- 7.4 Offers for applicants into the Sixth Form will be conditional upon applicants achieving certain GCSE grades, which will be outlined in the offer letter.
- 7.5 If you wish to accept the offer of a place at Fulneck School, all parents are required to accept the offer and pay the acceptance deposit within the stated period or decline the offer by the stated deadline which will be agreed in advance by all independent schools. The acceptance deposit is refundable upon leaving the school, minus any expenses which have been incurred.
- 7.6 Parents are required to complete the acceptance contract, upon which the offer is based, having read the school's terms and conditions.

8. EQUAL OPPORTUNITIES

- 8.1 The admission procedures to Fulneck School are consistent with the whole-school policy on

equal opportunity, giving regard to the Equality Act 2010. The school caters for students across a broad spectrum of abilities and aptitudes and will assess the needs of each child and make a judgement about the ability of the school to meet those needs. Where the school feels that it is unable adequately to cater for a child's needs it reserves the right to decline admission.

9. SPECIAL EDUCATIONAL NEEDS, SPECIFIC LEARNING DIFFICULTIES OR OTHER DISABILITIES

9.1 The School is committed to providing equality of opportunity through the creation of an environment in which individuals are treated on the sole basis of their relevant merits and abilities. Emphasis in the admissions process is on the early identification of learning difficulties, thus permitting prompt assessment and a decision as to whether the school can provide appropriate provision (please see the school's SEND policy for more information). On receipt of an application the school will consider:

- Pre-transfer information from other schools, including information about potential applicants with EHCPs
- Concerns expressed by current teachers
- Parental concerns
- Student concerns
- More formal assessments from various curriculum areas

9.2 The admissions procedure for students with SEND is the same as for other students. It is the responsibility of the parents/ carers to inform the school at the point of registration of any known special needs or disability. In such cases the SENCo, Principal and/ or Vice Principals would discuss with parents/ carers and the prospective student prior to the entrance assessment, taster day or observation session in the case of the Pre-School/ Reception.

Where appropriate, the SENCo liaises with the feeder school and attends any external transition reviews to obtain as full a picture as possible. The SENCo will have oversight of all SEND information regarding the potential admission of an applicant and will advise the Principal on whether the school can cater for the child's needs.

Applicants with SEND will sit the entrance assessment in what is deemed as their normal way of working under exam conditions, this may include additional time or the provision of a reader. As with all pupils, we will also take into account their current school report and reference and taster days when determining if we can meet their needs.

9.3 We will tell parents/carers if we feel that the applicant would not benefit from the teaching programmes/curriculum the school follows, or that the resources we can provide as a school cannot meet the child's needs. This includes instances where:

- Our Learning Support Unit (LSU) is at maximum capacity and there are no available spaces. In the event of a waiting list for the LSU forming, priority for will be given to those pupils already enrolled at the school, followed by potential applicants who have registered for a place.
- The number of SEND pupils or pupils with EHC plans within any one-year group is so large that the needs of each individual child cannot be met appropriately or monitored effectively within the classroom.

10. RIGHT TO STUDY IN THE UK

- 10.1 All applicants from outside the UK will require a student visa to study in the UK at Fulneck School. Potential applicants from overseas will be asked to demonstrate to the school that they qualify for a valid Student Visa. The school will request certain documentation to evidence this as part of the admissions process.
- 10.2 In cases where visa applications are complex, the school works in cooperation with their immigration partners Newland Chase, who will assist the applicant and their family in the visa application process.
- 10.3 A CAS number will be provided to potential applications following payment of the acceptance deposit, completion of the parent contract and provision of all requested documentary evidence in support of the visa application. The school will not provide a CAS number if they do not believe the applicant will be granted a visa.
- 10.4 Without a valid visa, an international student will be unable to join Fulneck.

11. FINANCIAL SUPPORT

- 11.1 The Fulneck School Bursary Scheme enables a small number of pupils, who meet the required academic standard for entry but whose family circumstances cannot ordinarily meet the full financial commitment of an education at Fulneck School, an opportunity to apply to gain a place at our school.

Bursaries are usually awarded on entry to Year 7, but can be awarded at other entry points to our Senior School, and are awarded as a percentage discount on school fees.

The award of a bursary is reviewed annually in line with the financial circumstances of the bursary holder.

Parents wishing to apply for a bursary should indicate this at the point of enquiry. They will then be sent an application form for review by the Bursar and Principal. Offers of bursaries will be communicated as soon as possible and normally during the February following the Entrance Assessment for Year 7 intake. Bursary offers will be conditional on the pupil meeting the entrance criteria as set out previously in this document.

- 11.2 Scholarships may be awarded to pupils entering the School at Year 7, Year 9 and Year 12. We offer sports scholarships in football, golf, netball and cricket, as well as music, the arts and academia. Scholarship Awards are made against specific criteria, which are outlined on the school website and in Appendix 1 of this document.

The award of a scholarship is reviewed annually and the expectations of a scholar's performance and behaviour are detailed within their scholar's contract, provided by the relevant Director.

12. CONDITIONS OF ADMISSION

- 12.1 Before a child is fully admitted into the school, the responsible parties are required to sign a contract. Continuance at the school is then conditional upon adherence to the terms of this contract, including the timely payment of fees.

It is expected that a supportive, positive and communicative home-school partnership will be maintained. Details of the school rules, expectations of pupils' behaviour and exclusion procedure are detailed in the school's Behaviour Management Policy.

13. WITHDRAWAL

- 13.1 Once the contract has been signed by the parties with parental responsibility, the applicant's place has been accepted. If a parent/carer wishes to withdraw their child they must notify the Principal in writing, giving one term's notice. A full term's fees become payable in the absence of the notice period given above.
- 13.2 In cases where those parties with parental responsibility are separated, both parties must consent to their child being withdrawn from the school before the Principal is able to formally accept the withdrawal.
- 13.3 The Principal will formally accept the withdrawal notice and will notify the Admissions Manager. The Admissions Manager will ensure that the Local Authority are notified when a pupil is about to be removed from the school's admission register at a non-standard transition point under any of the 15 points in Annex A (page 20) of 'Children Missing Education – Statutory Guidance for Local Authorities, September 2016'. The Admissions Manager will also ensure that the Local Authority are informed within five days of any pupil who is added to the admission register at a non-standard transition point.

APPENDIX 1 – SCHOLARSHIP CRITERIA

Scholarships are offered to candidates who excel in the areas of Sport, Music, Art and Academia.

These Scholarships can be applied for as part of the standard application process and suitable candidates will be invited to an assessment day, interview and skills demonstration at school.

Award	Entry Level	Assessment	Criteria	Amounts Awarded
Academic Scholarship	Years 7 & 9	Entrance Exams Interview References	<ul style="list-style-type: none"> • Outstanding performance in the entrance examinations • Performance in the interview • References/ recommendations and school reports, supporting the application. 	Up to 25%
Sixth Form Academic Scholarship	Year 12	GCSE results	<ul style="list-style-type: none"> • Seven grades 7-9, of which three should be 8-9 	Up to 25%
Sport Scholarship (Football, Netball, Cricket or Golf)	Year 7, 9 and 12	Entrance Exams Interview Ability tests	<ul style="list-style-type: none"> • Satisfactory academic performance in entrance examinations • Performance in the interview • Outstanding sporting ability • Outstanding level of fitness • Commitment to representing the school in sport • Evidence of participation at a high level • Strong reference/ recommendations and school report supporting the application 	Up to 25%
Art, Music and Performing Arts Scholarships	Year 7, 9 and 12	Entrance Exams Audition Work portfolio	<ul style="list-style-type: none"> • Satisfactory academic performance in entrance examinations • Performance in the interview • Strong references/ recommendations and school reports supporting the application • Evidence of participation and interest outside school • Art – A well-presented portfolio of art work showing genuine interest outside school. • Performing Arts & Music – an excellent audition 	Up to 25%