

Admissions Policy (D2)

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1 Aims

- 1.1 This is the admissions policy of Fulham School which comprises Fulham Pre-Prep and Nursery, Fulham Prep and Fulham Senior School (the **School**).
- 1.2 Fulham School is a non-denominational school with a Christian ethos welcoming all children regardless of race or faith. Our approach is co-educational and inclusive. We believe all learners benefit from diversity of ability, from those with the most academic confidence to those who need more support. A mix of strengths and aptitudes makes for a healthy and dynamic environment and enables all pupils fully to achieve their own potential.
- 1.3 The aims of this policy are as follows:
- 1.3.1 to set out the particulars of the School's policy on and arrangements for admission to the School;
 - 1.3.2 to describe how the School identifies and admits children who will benefit from the education and other opportunities available at the School and who will contribute to and benefit from the ethos and activities of the School community; and
 - 1.3.3 to ensure compliance with the School's responsibilities under the Equality Act 2010.

2 Scope and application

- 2.1 The procedures set out in this policy apply at each of the main points of entry to the School and also to candidates for occasional vacancies in any other year group.

2.2 The procedures set out in this policy do not apply to existing pupils who are progressing through the School.

3 **Regulatory framework**

3.1 This policy has been prepared to meet the School's responsibilities under:

3.1.1 Education (Independent School Standards) Regulations 2014;

3.1.2 *Statutory framework for the Early Years Foundation Stage* (DfE, September 2021);

3.1.3 Education and Skills Act 2008;

3.1.4 Children Act 1989;

3.1.5 Childcare Act 2006;

3.1.6 Equality Act 2010; and

3.1.7 Data Protection Act 2018 and General Data Protection Regulation (GDPR)

3.2 This policy has regard to the following guidance and advice:

3.2.1 Children missing education (DfE, September 2016)

3.2.2 School attendance (DfE, May 2022); and

3.2.3 SEND Code of practice: 0 to 25 years (DfE and Department of Health, May 2015).

4 **Publication and availability**

4.1 This policy is published on the School 's website.

4.2 This policy is available in hard copy on request.

4.3 A copy of the policy is available for inspection from the Head of Admissions during the school day.

4.4 This policy can be made available in large print or other accessible format if required.

5 **Definitions and interpretation**

5.1 Where the following words or phrases are used in this policy:

5.1.1 References to the **Proprietor** are references to the Governing Body.

6 Responsibility statement and allocation of tasks

- 6.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.
- 6.2 To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Executive Head	As required, and at least termly
Monitoring the implementation of the policy	Executive Head	As required, and at least termly
Seeking input from interested groups (such as pupils, staff, parents) to consider improvements to the School's processes under the policy	Executive Head	As required, and at least annually
Formal annual review	Proprietor	Annually

7 Equality, diversity and disability

- 7.1 Candidates for admission will be treated equally, irrespective of their or their parents' race, sexual orientation, religion or belief, pregnancy or maternity, sex, gender reassignment or any disability. Candidates will also be treated equally in respect of their parents' age, or marital or civil partnership status.
- 7.2 The School will make any reasonable additional or alternative arrangements to ensure that the School's admission procedures are accessible to disabled children.
- 7.3 The School will consult with parents and such other persons or organisations as necessary in order to ascertain a child's particular needs and the nature of any additional or alternative arrangements which would be required to meet them if an offer of a place was made.
- 7.4 Parents of a child who has a learning difficulty, disability, special educational needs or social, emotional or behavioural difficulty must provide the School with full details on registration.

8 Procedures

- 8.1 **Entry points:** The main points of entry are:

8.1.1 **Fulham Nursery; 3+**

- 8.1.2 **Pre-Prep** - Reception; 4+
 - 8.1.3 **Prep School** - Year 3, and Year 7; 7+ & 11+
 - 8.1.4 **Senior School** - Year 9 and Sixth Form (Year 12) 13+ & 16+; and
 - 8.1.5 to candidates for occasional vacancies in any other year group.
- 8.2 To register for a place, parents are required to complete a registration form which is available on the School's website and to pay the applicable non-refundable registration fee.
- 8.3 Parents are encouraged to attend one of the School's open days or are welcome to arrange a tour of the School at another time via the Contact Us page on the website or to email admissions@fulham.school directly. Alternatively, parents should contact the Head of Admissions for further information.
- 8.4 **Application deadline:** External candidates who wish to join the School in the Nursery, Pre-Prep and Year 12 must register by the last day of September and Year 3, Year 7, Year 9, and Year 12 must register by early November in the year prior to September entry. For entry to Year 7 this deadline allows the School to make necessary arrangements for the candidate to sit the online ISEB test in a timely fashion. Late registration, while not encouraged, may be considered in extenuating circumstances.
- 8.5 **Admissions procedure:** The School's admission procedure has three elements:
- 8.5.1 entrance assessments (if applicable);
 - 8.5.2 interviews (if applicable); and
 - 8.5.3 references.
- 8.6 **Entrance assessments:** These are as follows:
- 8.6.1 **Nursery** - entry to the Nursery is non-selective and places are allocated on a first-come first served basis;
 - 8.6.2 **Pre-Prep** - entry to Reception is non-selective and places are allocated on a first-come first-served basis as follows:
 - (a) **Main list:** guaranteed offer of a place by the end of October which parents can:
 - (i) Accept directly to secure the place; or
 - (ii) Defer acceptance of the place until the remainder of offers are issued by the School in January of each year; or
 - (iii) Decline the offer.
 - (b) **Reserve list:** to be considered once responses to the Main list offers are processed by the School; and
 - (c) **Wait list:** to be considered thereafter in strict order as and when places become available.

8.6.3 **Prep School** - Candidates complete a process of assessment by the January of the School year before they start. The assessment includes an online test, attendance at an activity day and an interview;

8.6.4 **Senior School:**

(a) **Year 9:** candidates complete an online CAT test and attend an interview with the Head of Senior; and

(b) **Sixth Form** - candidates complete an online CAT test and attend an interview with the Head of Senior.

8.6.5 for admission to other year groups, the School sets its own tests in certain core / option subjects as appropriate.

8.7 **Interviews (Prep School, Senior School and Sixth Form only):** These are of two kinds:

8.7.1 **general interviews:** in all cases there will be a general interview to explore the candidate's interests, attitude to school, personal qualities, ability to contribute to the School community, support available at home and any relevant connection with the School; and/or

8.7.2 **option interview:** at 16+ there may also be an "option interview" to explore a candidate's academic ability in a particular subject. For certain option subjects (such as Art) candidates may be asked to submit samples of their work.

8.8 All interviews will take place by the end of January of the academic year before the child's proposed year of entry.

8.9 **Reference:** The Head of the candidate's current school will be asked to provide a written reference as to the candidate's academic ability, attitude and behaviour, involvement in the School community, talents and interest, and any other special circumstances such as special education needs, or a disability.

8.10 **Sixth Form entry:** In addition to the above, candidates must achieve satisfactory grades in his / her GCSE examinations. Candidates will be informed of the applicable grade requirements.

9 **Admissions criteria**

9.1 The admissions criteria are:

9.1.1 success in the relevant entrance assessments and / or achieving the required GCSE grades, as appropriate;

9.1.2 satisfactory interview (where this applies);

9.1.3 a positive confidential reference from the candidate's present school (if applicable);

9.1.4 commitment to the School's ethos as described in the School's aims;

9.1.5 ability and willingness to benefit from the School's broad and varied curriculum; and

9.1.6 will make a positive contribution to the School community.

9.2 All candidates must have the legal right to live and study in the UK or, where appropriate, will be sponsored by the School to do so.

9.3 It is assumed that pupils will automatically progress through the School, subject to him / her meeting the required standards of behaviour and progress and the School continuing to be able to meet their needs.

10 **International pupils**

10.1 Additional admissions procedures and criteria may apply to candidates who require the School to sponsor their application for a visa to study in the UK. Parents should contact the Admissions team on admissions@fulham.school for further details.

10.2 Candidates whose first language is not English may be required to take an English as an Additional Language (EAL) test as part of the admissions process.

11 **Siblings**

11.1 Priority is given to siblings of pupils at the School at the proposed time of entry, although admission is not automatic and the candidate must meet the admissions criteria.

11.2 Pupils who are younger siblings receive an automatic 10% discount on Fees while the eldest sibling remains at the School.

12 **Acceptance and deposits**

12.1 In order to accept the offer of a place parents are required to return a signed Acceptance Form together with the payment of the relevant Acceptance Deposit. Information about the deposit payable will be set out in the Fees list and contained within the Letter of Offer.

13 **Scholarships**

13.1 A number of scholarships are available in the sixth form. Please see the School's website for further information.

14 **Training**

14.1 The School ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles.

14.2 The level and frequency of training depends on the role of the individual member of staff.

14.3 The School maintains written records of all staff training.

15 **Record keeping and confidentiality**

15.1 All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.

15.2 A confidential admissions record will be kept for each candidate.

15.3 **Admission register**

For pupils admitted to the School, the School will:

15.3.1 maintain an admission register; and

15.3.2 inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points

in accordance with the requirements of the Education (Pupil Registration) (England) Regulations 2006 (as amended).

15.4 The information created in connection with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published privacy notices on its website which explain how the School will use personal data.

16 **Version control**

Date of adoption of this policy	May 2023
Date of last review of this policy	May 2024
Date for next review of this policy	Sept 2024
Policy owner	RT & HJR
Policy owner (Governing Body)	NW