

# ADMISSIONS POLICY

COVERING BOTH SCHOOLS  
INCLUDING EYFS AND BOARDING

<b>Governors' Committee normally reviewing:</b>	Education Committee
<b>Date last formally approved by the Governors:</b>	Summer Term 2023
<b>Date policy became effective:</b>	Autumn 2007 (Prep)  Autumn 2009 (Senior)

<b>Period of Review:</b>	Annually
<b>Next Review Date:</b>	Summer Term 2024

<b>Person responsible for implementation and monitoring:</b>	Heads
<b>Other relevant policies:</b>	<ul style="list-style-type: none"> <li>● Parent Agreement</li> <li>● Scholarship Policy</li> <li>● Bursary Policy</li> <li>● Disability and Special Educational Needs Policy and Accessibility Plan</li> </ul> <p><i>Please also see the Admissions section of the School Website</i></p>

**The following Policy encompasses the Aims and Ethos of the Preparatory School and the Senior School**

**[Aims and Ethos](#)**

**SAFEGUARDING STATEMENT**

*Felsted is committed to maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'.*

**EQUAL OPPORTUNITIES STATEMENT**

*The aims of the School and the principles of excellent pastoral care will be applied to all children irrespective of their race, sex, disability, religion or belief, sexual orientation, gender reassignment or pregnancy or maternity; equally these characteristics will be recognised and respected, and the School will aim to provide a positive culture of tolerance, equality and mutual respect.*

## References

- A. Education Act 2002
- B. School Standards and Framework Act 1998
- C. The Education (Independent School Standards) (England) Regulations 2014

## GENERAL

Felsted is a co-educational independent school for pupils from ages 4 to 18. The School has over a thousand pupils, with boarding available from Year 5 upwards (or Year 4, in exceptional cases), and the majority of pupils boarding from Year 9 onwards. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We hold Open Days and Taster Days throughout the year, which give a general introduction to the School. Details of these are published on our website [www.felsted.org](http://www.felsted.org). We are also very happy to welcome prospective parents and their children at other times.

## THE ENTRY PROCEDURE

### Preparatory (Prep) School

The Prep School is comprised of four 'Phases'. Stewart House includes Reception to Year 2. Ffrome Court accommodates Years 3 and 4; Cloisters Years 5 and 6 and Courtauld House Years 7 and 8. Each Phase is led by a Head of Phase. The majority of pupils in the Prep School are day pupils, with many opting for flexi-boarding as they progress through the School, and with a few international boarders, mainly in Years 7 and 8.

The most common points of entry to the Prep School are Reception (age 4+), Year 3 (age 7+) and Year 7 (age 11+). Limited entry into other year groups may be possible, subject to availability of places and assessment. Entry into the Prep School is determined on the basis of a taster day, age appropriate assessments and testing, school reports, references and any general observations during time spent at the School. Pupils are assessed on their ability to access the curriculum independently as follows:

- Pupils entering Reception are assessed using the criteria from the Early Years Foundation Stage Development Matters. If necessary, the School may also carry out a nursery/pre-school visit as part of the assessment.
- Pupils entering Years 1 to 4 are invited to taster days alongside their current peer group where they are assessed through classroom observations and informal assessments as part of classroom activity.
- Pupils entering Years 5 and 6 are assessed in Verbal Reasoning, English and Mathematics.
- Pupils entering Years 7 and 8 are assessed in Non-Verbal Reasoning, Verbal Reasoning English and Mathematics.

In addition, for entry into Years 1 to 8, a report and a confidential reference are required from the pupil's current school. Felsted may consult further with a current school, nursery or pre-school if further information is required to help support the assessment process.

A child may be placed on a waiting list if the year group is oversubscribed. Parents will then be informed if a place becomes available.

## Senior School

The majority of pupils in the Senior School, which covers Years 9 to 13, board, with options for three nights per week (Contemporary Boarding), five nights (Weekly boarding) or seven nights (Traditional boarding) as well as a proportion of day places, accommodated largely in separate day houses.

The allocation of boarding places is carried out as follows:

- i. Traditional boarders
- ii. Weekly boarders
- iii. Contemporary boarders

Appendix 1 provides further information on House allocation for pupils.

A day pupil wishing to move to boarding must give a term's written notice. If there is availability, a place will be given after consultation with the Senior Deputy Head and House staff. A boarding pupil wishing to move to day or who wishes to change their boarding status must also give a term's written notice, in line with the Parent Agreement.

### Pupils progressing from Felsted Year 8 to Year 9

Pupils wishing to progress from Year 8 to Year 9 at Felsted are assessed on the basis of Year 6 examinations, supplemented by reports from the Head of Courtauld House. If there is any reason why this progression is felt not to be in the best interests of the pupil, discussions will take place with parents well before the end of Year 8.

### Pupils joining from other schools

Pupils joining from other schools are assessed on the basis of entry testing as below, along with an interview by the Head or a member of the Senior Leadership team. School reports and confidential references from a pupil's previous school will also be sought and taken into consideration.

Pupils joining Year 9 can take entry testing up to three years in advance of entry. Pupils are assessed in Verbal and Non-Verbal Reasoning, English and Mathematics.

Pupils joining Year 10 sit assessments in Verbal Reasoning, Non-Verbal Reasoning Mathematics and English.

Pupils joining Year 12 sit an assessment in Verbal Reasoning, Non-Verbal & Quantitative Reasoning and English Comprehension. It is important to the School that entrants to the Sixth Form (Year 12) have the capacity to succeed in their chosen course of study (A levels or IB). There is a requirement to achieve a minimum standard of 32 points in the best six subjects at GCSE or equivalent, and grade 6 in any subject chosen for A Level or IB.

International pupils are similarly assessed in Verbal Reasoning, Non-Verbal Reasoning, English and Mathematics. Entry testing is in line with their UK-based peers. While international pupils may not be completing GCSEs, the Head must be confident that pupils are working at an equivalent level to the minimum standard of 32 points and grade 6 in subjects chosen for A Level or IB study, as outlined above.

Interviews for international pupils may be carried out remotely using online video services and testing may be taken remotely under invigilation by a pupil's current school, a lawyer's office, British Council office or international educational agent / consultant's office.

## **THE ASSESSMENT PROCESS**

The aim of the assessment process, including general observations during time spent at the School, is to identify potential. Felsted 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.

No specific preparation for the entrance assessments is needed. All candidates start on an equal footing, with identical opportunities to display their academic aptitude and co-curricular skills.

Parents of children with physical disabilities, SEN or learning difficulties are advised to discuss their child's requirements with the School before they sit the entrance assessment so that, wherever reasonably possible, adequate provision can be made for them on the day. Parents should provide a copy of any additional information such as Speech and Language, Occupational therapy, ENT, Ophthalmologist, Child development, medical, Educational Psychologists' reports or assessments they have regarding their child's development to support their request, for example, for large print material, extra time, use of laptops or other special arrangements.

Pupils may receive an additional 25% time in the assessment, or other consideration, on receipt of an educational psychologist's report in support.

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.

## **EQUITY, DIVERSITY AND INCLUSION**

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

## **CHILDREN WITH PARTICULAR NEEDS**

Felsted does not discriminate in any way regarding entry. In relation to SEN, the School welcomes pupils with special educational needs provided that its Support for Learning department can offer them the support that is recommended by educational psychologists or other relevant experts. We also welcome pupils with disabilities provided that we feel we are able to properly meet their needs once reasonable adjustments have been made. However, we strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with us before they sit the entrance exam so that the School can, wherever reasonably possible, make adequate provision for them. Parents should provide a copy of an Educational psychologist's, Speech and Language, Occupational therapy, ENT, Ophthalmologist, Child development reports or a medical report if they have one.

The School will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if they become a pupil at the School.

## **SCHOLARSHIPS AND BURSARIES**

Scholarships are available for talented pupils and applications are welcomed for means-tested bursary support for families meeting the criteria set out in our Bursary Policy, which can be found on the School's website.

See the Scholarship Policy and Bursary Policy for the most up to date information in relation to Scholarships and Bursaries.

## **INTERNATIONAL APPLICANTS**

We welcome international pupils who can study at Felsted as a boarder, provided that they have a guardian living in the UK and already hold or can obtain the right to study in the United Kingdom, as set out in our Parent Agreement and Appendix 2 of this policy. However, parents of overseas pupils should appreciate that Felsted does not run a short-term study programme and expects overseas pupils to finish a complete course of study such as the two-year GCSEs across Years 10-11 or two-year A Level or IB courses across Years 12-13.

All International students will be required to attend a one-week induction programme, known as 'LEAP' (Learning English for Academic Purposes), during the week prior to the commencement of the Autumn Term. An additional charge is made for this course.

## **ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)**

In order to cope with the academic and social demands of Felsted, pupils must be competent English speakers. Tuition and support in English as an Additional Language (EAL) can be arranged at an additional cost.

## **RELIGIOUS BELIEFS**

Although Felsted has a Christian ethos, the School does not select for entry on the basis of religious belief and it offers the opportunity for pupils holding other religious beliefs to practise their own faith. Parents should be aware that pupils are normally expected to attend regular Chapel services, but alternative arrangements can be made to support pupils who would prefer to practise an alternative form of worship.

## **THE ADMISSIONS REGISTER**

We will record each child's name, address and sex on our Admissions Register from the beginning of the first day on which the School has agreed, or has been notified that, the pupil will attend the School. Every person known to be a parent of the child will be recorded, as well as the parent with whom the pupil normally resides. Where reasonably possible, the School holds more than one emergency contact number for pupils. The date of birth and date of admission to the School will also be kept, along with details of any previous school and of boarding or day status. For pupils who are not UK nationals, we will keep records as required by the UK Visas and Immigration. The School notifies Essex County Council when a pupil joins the School at both standard and non-standard transition points and/or is removed from the Admission Register at any non-standard transition point.

## **SCHOOL'S CONTRACTUAL TERMS & CONDITIONS**

These are available to view on the School's website and will be made available to parents as part of the admissions process.

## **COMPLAINTS**

The School hopes that parents and pupils will not have any complaints about the School's admissions process; nevertheless, copies of the School's complaints procedure can be found on the School's website and/or can be sent to parents on request.

## **APPENDIX 1: HOUSE ALLOCATION ON ENTRY TO FELSTED SCHOOL (SENIOR)**

1. This refers to entry at all points to the senior part of the school, although some details are most relevant to Year 9 entry.
2. The allocation of Houses is actioned in the Spring Term.
3. Houses are allocated on the basis of Day or Boarding status, with priority given for boarding houses as per the below:
  - i. Siblings of current pupils within a particular house
  - ii. Traditional boarders
  - iii. Weekly boarders
  - iv. Contemporary boarders
4. The school seeks to ensure an appropriate and balanced mix between the Houses, ensuring a spread of interests, strengths and backgrounds across the Houses, and seeking to take friendships into account.
5. The School retains the final decision on house allocation for all pupils.
6. If parents are not happy with the house to which their child has been allocated, they should make this known to the Admissions Office. Adjustments may be made, where necessary and possible, subject to the principles outlined above and with consideration of whether there is a compelling pastoral need.

## **APPENDIX 2 - RIGHT TO STUDY POLICY**

### **1. Purpose**

- 1.1 This policy is for immigration compliance purposes and sets out the basis of who may study at Felsted School.
- 1.2 Felsted School is a licence holder to sponsor international students to come to the UK under Child Student and Student (formerly Tier 4) routes and therefore must demonstrate that there are systems and processes in place to monitor and keep adequate records of pupils' immigration status.

### **2. Definition**

- 2.1 The 'right to study' means that you are not restricted from studying at Felsted School. This may mean that you have been granted the right to study at Felsted School.
- 2.2 A pupil's right to study at Felsted School is expected to be met by one of the following:
  - i. They are British nationals
  - ii. They have settled or pre-settled status in the UK
  - iii. They hold a Biometric Residence Permit confirming that they are entitled to remain in the UK, and are permitted to study under the terms of that leave.

### **3. Right to study checks – Pre-Admission**

- 3.1 Felsted School will request information on all prospective pupils' nationality and immigration status pre-admission.
- 3.2 Evidence of a pupil's nationality and immigration status will be requested and a record will be held on file.
- 3.3 Where a pupil is identified as possibly being subject to immigration control, evidence of nationality and immigration status will be obtained for the pupil and parent where necessary.
- 3.4 Nationals from outside the UK and those from the EEA and Switzerland who do not hold settled or pre-settled status, will be asked whether they require a visa under the Child Student or Student route.
- 3.5 Passport details, a completed pre-visa form and other supporting documents, will be required to support a visa application, and to assign a Confirmation of Acceptance of Studies (CAS). Copies of documents relied upon will be retained.
- 3.6 Information may be shared with UKVI.

### **4. Right to study checks – Enrolment**

- 4.1 Pupils will be asked to provide their original current passport and original Biometric Residence Permit (where applicable) upon enrolling. Copies will be taken.
- 4.2 Pupils may be asked to provide their parent's original current passport and original Biometric Residence Permit upon enrolling. If this is required, copies will be taken.
- 4.3 Pupils will be asked at various times to produce their original current passport and original Biometric Residence Permit for ongoing monitoring purposes.



## **5. Mandatory Checks and Records**

- 5.1 In order to comply with the terms of their sponsorship licence Felsted School will keep copies of documentation as required in the Home Office Appendix D: keeping documents – guidance for sponsors, including the following:
- 5.1.1 Each sponsored pupil's current passport pages showing all personal identity details.
  - 5.1.2 The pupil's Biometric Residence Permit (BRP).
  - 5.1.3 The pupil's absence and attendance record.
  - 5.1.4 A history of the pupil's contact details including UK residential address, mobile and home telephone number.
- 5.2 Copies or originals of any evidence of assessment prior to making an offer to the pupil will also be retained by the School.
- 5.3 When a pupil is living in foster care, details of the name of the foster carer and the address where the foster carer and the pupil will be living will be given to the relevant local authority in whose area the child will be living.
- 5.4 Notifications regarding a pupil's circumstances may be given to the UKVI, via the Sponsor Management System, at any time as required.

## **6. Expired Leave**

- 6.1 If a pupil's leave to study is due to expire, the pupil's parent or guardian will be contacted.
- 6.2 Where a pupil does not have valid leave to continue to study the contract may be terminated.

## **7. Policy Review**

This policy will be reviewed on a regular basis to ensure that it remains compliant with the Student and Child Student Sponsor Guidance and Immigration Rules as well as good sector practice.