ADMISSIONS TO THE COLLEGE

INTRODUCTION

Salesian College Farnborough is an independent Catholic day school for boys aged 11–16, with a co-educational Sixth Form. Founded in the tradition of St. John Bosco, the College seeks to provide a holistic education that nurtures the academic, cultural, spiritual, physical, and emotional development of every student. Our mission is rooted in the Salesian Preventive System, which is based on the principles of reason, religion, and loving kindness. This approach fosters an environment of mutual respect, trust, and care, where students are encouraged to grow into responsible, compassionate, and confident individuals.

The College prides itself on high academic standards and a strong sense of community. Discipline is understood in its broadest sense, as a framework for personal growth rather than repression. Inspired by the words of St. Paul—"Charity is patient, charity is kind… It bears all things, believes all things, hopes all things, endures all things" (1 Cor 13), our ethos promotes positive relationships and a supportive atmosphere conducive to learning and personal development.

Admissions to Salesian College are guided by these values, ensuring that every applicant is considered fairly and in accordance with our mission as a Catholic school. We welcome students who will contribute to and benefit from the distinctive Salesian ethos, regardless of background, while giving priority to those who share our faith tradition.

STUDENTS WITH SEND (SPECIAL EDUCATIONAL NEEDS OR DISABILITIES)

Salesian College is committed to supporting students with Special Educational Needs or Disabilities (SEND) who meet the required academic standard in the entrance examination. We provide appropriate integrated support for those with general or specific learning difficulties, including students for whom English is an additional language (EAL). This support is coordinated and overseen by the SENDCo (Head of Learning Support). For further details, please refer to the College's EAL Policy.

The College makes all reasonable adjustments to accommodate students with disabilities, in line with our legal obligations under the Disability Discrimination Act 1995 (as amended by the Special Educational Needs and Disability Act 2001) and the Equality Act 2010. For students with a diagnosed physical or mental impairment that is substantial, long-term, and adversely affects day-to-day activities, we aim to implement appropriate measures to facilitate learning and achievement.
Our goal is to provide a safe, inclusive educational environment where all students can access the curriculum, contribute positively to college life, and achieve their full potential. We are committed to ensuring that students with SEND are never treated less favourably and that our school remains a supportive and happy place for all.

Parents are encouraged to contact the College prior to application to discuss their child's specific needs and to share any relevant specialist reports. Where appropriate, access arrangements for the entrance examination will be provided, subject to verification of the special need by a medical specialist or an Educational Psychologist's report.

ENTRY REQUIREMENTS AT YEAR 7

Entry to Salesian College is normally at 11+, although subject to a place being available, we will admit students at other ages, usually years 8-10. All students are admitted upon passing the College's own Entrance Examination, held annually in January, (or at an appropriate time if years 8-10) supported by a report from the students' current school. Applications are initially managed via the completion of an on-line application form accessed via the College website.

The College expects that all prospective students will visit the College and meet with the Deputy Head (or a nominated senior leader) prior to the Entrance Examination. This is usually on a pre-arranged visit to the College. The parents of prospective students must be in a financial position to pay fees monthly by direct debit.

Bursaries may be applied for at 11+; there is a section on the registration form to confirm that parents would like to receive details of the Bursary scheme. Ten Academic Scholarships are available at 11+; these are based purely on performance in the Entrance Examination.

All information requested on the application form must be supplied in detail and as known at the time. Should circumstances regarding information change, the College must be informed prior to entry.

Extra time, or other access arrangements, may be granted but only upon presentation of a report from a medical specialist or Educational Psychologist report that specifically makes recommendations and was completed within two years of the Entrance Exam date.

All parents who wish to submit an application for their children must be fully supportive of the Catholic nature and Salesian ethos and mission of the College.

OFFER OF PLACES

Subject to fulfilling the entry requirements, places will be offered according to the following criteria:

1. students who are Roman Catholic
2. students who currently have a brother or sister in the school
3. students from a Christian background
4. students from a non-Christian faith background
5. students from a non-faith background

ENTRY PROCEDURE TO YEAR 7

Contact is normally made by prospective parents with the College through Open Afternoons, Open Mornings or by appointment with the Deputy Head teacher, or via a request for a prospectus from the Admissions Officer (admissions@salesiancollege.com).

A completed registration form, accessed online via the College website, together with £125 +VAT non-refundable registration fee is forwarded to the Admissions Officer. An email will be sent to prospective parents to acknowledge receipt of the form and fee. A request will also be made for any follow-up information regarding health or educational needs as identified on the registration form. Parents and prospective students are invited to attend a meeting with the Deputy Headteacher in which individual questions can be answered. Detailed advice can also be given regarding the Entrance Examination and overall admissions procedure.

In November, the College will write to the applicant's primary school to request a Transfer Reference. In late November, a letter is sent to all Year 6 parents inviting their child to participate in the Entrance Examination in January for entry the following September.
In January the entrance examination is held. Multiple choice tests are taken in Mathematics, English and Verbal Reasoning using GL resources. All of these results are standardised to give an overall aggregate score for each student. An extended writing task is also set for each student during the day. Before offers are sent out, senior leaders will confer to ratify offers and discuss any borderline candidates. A Bursary Meeting is also held separately around the same time so that bursary offers can be posted (usually within two working days of the examination results being posted), to enable parents to make a fully informed decision about the College as their preferred choice.

FORMAL OFFER OF PLACES TO YEAR 7

Primary/junior schools are informed confidentially of results (usually the day before parents are informed) so they are prepared for any upset within their school. Formal offers of places (firm and reserve list) are made in writing on completion of entrance procedures. Parents of any applicant who is not offered a place are similarly notified in writing. On receipt of an offer, parents are asked to confirm in writing their acceptance, enclosing the acceptance papers and a deposit of £500. The deposit of £500 is refunded following the student leaving the College as part of the final account, usually by November following the end of the Summer Term leaving date. This deposit is non-refundable if the place is not taken up.

Acceptances are due back by early March. Other documentation will then be dispatched with the contract including the College Code of Conduct, a direct debit mandate etc.

On receiving the signed contract and other admissions information from parents, a Welcome Booklet is sent in the Summer Term.

In June, two induction days are held for all prospective students – Houses are publicised and communicated to parents after the induction days. In the summer holidays, sports activity days are held.

In September, there is an induction morning for all the new Year 7 students, the day before the whole College returns.

ACADEMIC SCHOLARSHIPS FOR YEAR 7-11

Ten scholarships are available to students entering Year 7. The award will be a 10% reduction of fees for Years 7-11 inclusive. The academic scholarships are awarded purely on performance in the Entrance Examination and are published at the same time as the examination results for all candidates.

ENTRY PROCEDURE TO OTHER YEARS 8-10

If there is space in other year groups, the College may admit students to join at any time during the academic year. Entrance assessments will be sat in all instances; the assessments will reflect the

academic stage of the particular year group being applied to join. As with the entry requirements into year 7 a non -refundable registration fee of £125+VAT is applied.
The same criteria for entry are applied as at Year 7. In addition, at least one copy of a recent school report is required. No scholarships are available for entry in Years 8 – 10.

SIXTH FORM ENTRY

Entry to the Co-educational Sixth Form is by application form and interview. This process is followed by all external students as well as Year 11 students currently at the College. A minimum academic requirement will also be set for admission to study in the Sixth Form. The minimum entry requirement is six good passes, (9 - 6) or equivalent at GCSE, with at least grade 4 in English Language and Mathematics. Sixth Form Scholarship Awards are available for Academic Achievement at GCSE and Outstanding Performance, both of which are open to internal and external candidates and Ethos which is open to internal students only.

APPEAL PROCESS

Should parents wish to appeal against the decision not to admit their son or daughter, they should put their case in writing to the Headmaster. Should they remain dissatisfied with the outcome, they should contact the Chair of Governors, c/o the College.

ADMISSIONS REQUIREMENTS UNDER LAW

The admissions register must contain, in addition to existing requirements, the address of any new or additional place of residence of the child, the full name of the parents with whom the child will normally live in future and the date from which the child will live there, where it is reasonably practicable for the College to ascertain this information.

The register should contain the name of a destination school as notified by the parents and the first day of attendance, where it is reasonably practical for the College to ascertain this information.
The College will notify the relevant local authority when they remove or add a student's name to the admissions register at non-standard transitions.

The College has a right under regulations to delete a student for non-return within 10 days after authorised leave of 10 school days or more, or after 20 school days unauthorised absence, providing the school and local authority have jointly made reasonable enquiries as to the student's whereabouts and failed.

In addition to existing statutory information, the College must record the following where reasonably practicable important information relating to students on roll in communication with external partners such as Hampshire local authority. This includes:

New or additional residence:

- The full residential address
- The full names of the parent(s) with whom the child will normally reside
- The date from which the child will begin living there

Destination school (if notified by a parent)

- The name of the receiving school
- The first date of attendance

Start Date on the Register
A pupil's name must be added to the admissions register on the agreed "starting day," which is either:

- The date agreed between the College and the person legally responsible for attendance, or
- If no agreement exists, the first day the pupil attends the College

Local Authority Notification
The College must notify both the child's home local authority and the College's local authority whenever a pupil is added or removed from the admissions register at a **non-standard transition** (i.e. not at the start of Year Reception or Year 7).

Deletion from the Register
Under the School Attendance Regulations, the College may only remove a pupil from the register if **all of** the following apply:

- The pupil has not returned after **authorised leave of ≥10 consecutive school days**, or
- The pupil has been absent without authorisation for **20 consecutive school days**, and
- Both the College and the local authority have conducted **joint reasonable enquiries** to trace the pupil but have been unsuccessful.

NEW AND LEAVING STUDENTS - CHILD PROTECTION CONCERNS

The College fulfils its safeguarding duty (complying with the latest Keeping Children Safe in Education (KCSiE) documentation) by ensuring that relevant Child Protection, Safeguarding, Pastoral Concerns and SEN files are passed on to any subsequent school/college on behalf of a student who leaves before the age of 18.

Similarly, a formal request is made to any school where a student joins the College at any age for Child Protection, Safeguarding, Pastoral Concerns and SEN information.

POLICY CONTROL	
Author	*Deputy Head*
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