

ADMISSIONS POLICY

Farnborough Hill is an independent Catholic day school for girls aged 11-18. Our mission is to educate girls, to nurture their personal, spiritual, moral, social and cultural development, and to promote academic excellence. The ethos of the School is rooted in the Catholic tradition but we welcome pupils from other religious faiths as well as those of no faith. We expect all our pupils to attend chapel services, school assemblies, Form prayers and Religious Education lessons which are fundamental to our Christian ethos.

This policy should be read in conjunction with the following:

- Behaviour Policy
- SENDA Policy

The School is committed to equal opportunities for all. Human rights and freedoms are respected but must be balanced by the lawful needs and rules of our school community and the rights and freedoms of others. All pupils in Years 7 to 11 are required to wear the School uniform as currently prescribed although we will make adjustments to respect the traditions and requirements of other religions, as appropriate. All requests for variation need to be discussed and agreed with the Head.

Farnborough Hill is an academically selective school which also fosters high standards in extra-curricular activities such as Music, Art, Drama and Sport. Places are only offered to pupils who have the ability and the commitment to rise to the challenges of our broad and balanced education. We want each girl to enjoy her experience of school life so that she is ready to play a full and responsible part in the wider community.

We recommend that applicants and their parents visit the School before they register their daughter.

Special Needs

Due to their Grade I listed status, many of our school buildings have limited facilities for disabled pupils but all reasonable adjustments are made to accommodate pupils with disabilities and to comply with our responsibilities under the Disability Discrimination Act 1995 (as amended by the Special Educational Needs and Disability Act 2001) and the Equality Act 2010. Parents are requested to contact the School to discuss their child's special needs prior to application. Extra time will be given in the entrance examination; the special need must be verified by a medical specialist or Educational Psychologist's report.

Support is available for those pupils who have reached the required academic standard in the entrance examination but who need some help with general or specific learning difficulties to reach their full potential, including those who have English as an additional language and this is arranged and overseen by the Head of Learning Support. Please see the *Learning Support Policy* for further details. The School's Matron takes a similar responsibility for supporting pupils with a physical disability, liaising closely with the Head of Year and teaching staff.

We aim to provide a safe educational environment in which all pupils are able to access the curriculum, make a positive contribution to the life of the School and achieve their potential. The School is particularly aware of the needs of those children with disabilities and works hard to ensure that pupils with special educational needs are not treated less favourably. For pupils with diagnoses of special needs who, under the Equality Act 2010, have a physical or mental

impairment identified that is substantial and long term and which impacts with an adverse effect on day-to-day activities, the School aims to put in place reasonable adjustments to aid pupils' learning and attainment. Please see the *SENDA Policy* for further details.

Entry to Year 7

Admission to Farnborough Hill is by entrance examination, current school reference and interview. Decisions on admissions are made by the Head, on behalf of the Governors. Once academic ability has been established by success in the entrance examination, places are offered based on the following criteria, in order of importance:

- 1 Roman Catholic
- 2 Practising Christians
- 3 Sister/daughter of a present or former pupil
- 4 Academic performance
- 5 Date of registration

Extra time, or other access arrangements, may be granted but only upon presentation of a medical specialist or Educational Psychologist's report that specifically makes recommendations.

Scholarships

Candidates for scholarships are required to pass the entrance examination before further consideration.

Pupils are shortlisted for academic scholarships on the basis of outstanding performance in the entrance examination and are invited to take the scholarship examination and interview. Academic scholarships are awarded on the basis of outstanding academic ability, with the proviso that one academic scholarship is reserved for a Roman Catholic.

Applicants for the Sports, Art and Music Scholarships are shortlisted on the basis of their supporting documentation. The Sports Scholarships are awarded on the basis of performance in a range of physical tests, the Art Scholarships by tests and sample work and the Music Scholarships are awarded after auditions. Only candidates who have sat the entrance examination on the main day will be eligible to sit scholarship examinations.

Entry to Years 8 - 10

Pupils are regularly admitted to other Year Groups, especially to Year 9 at 13+. This, however, is dependent on there being space in the Year Group. The same criteria for entry are applied as at Year 7. In addition, we need a copy of the previous term's school report. Transfer from other senior schools can be made at any point in the academic year. No scholarships are available for entry in Years 8 – 10.

Entry to the Sixth Form

Places are offered in the Sixth Form on the basis of academic ability and achievement at GCSE. The minimum entry requirement is six good passes (A* - B, 9 - 5) (or equivalent) at GCSE. Applicants are invited to sit the open examination for the award of Sixth Form academic scholarships which are made on the basis of academic excellence. Other Sixth Form scholarships and awards are available for excellent GCSE results, Sports and the Creative and Performing Arts.

Appeal Process

Should parents wish to appeal against the decision not to admit their daughter, they should put their case in writing to the Head. Should they remain dissatisfied with the outcome, they should contact the Chair of Governors, via the School.

Discipline and Exclusions

We expect everyone in school to treat others with care and respect, in line with our Mission Statement. Pupils who do not do this may be given a lunchtime detention, or, for more serious matters, a detention after school. Exclusions are extremely rare and would be regarded as a last resort for a serious breach of the School rules. See *Behaviour Policy*.

Formal Offers of Places

Formal offers of places (firm and waiting 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 an acceptance deposit of £500 which will be refunded in full on the pupil's final account. Offers of places after the deadline for 11+ entry (March before Year 7 entry) must be accepted within seven days. Thereafter, the School reserves the right to offer the place to another candidate.

The School reserves the right to turn down an applicant when the optimum in terms of available places or other practical constraints are reached, or when in the School's opinion an applicant would not flourish, or because adjustment to cater for specific needs cannot reasonably be made, or when the School believes that the applicant will not take part in school life wholeheartedly and joyfully.

This policy has regard to regulatory requirements effective from February 2018. It is reviewed and updated annually by the Director of Admissions and Head.

The next review is due in February 2019.