

## Admissions Policy

**This policy applies to:**

**Francis Holland Regents Park   Francis Holland Sloane Square   Francis Holland Prep**

Where there are differences between the schools these have been clearly highlighted.

Policy owner	RP: Senior Deputy Head SSq: Senior Deputy Head Academic Prep: Head FHP
Type of policy	Part 6 (3)(a)  Particulars of the schools' policy on arrangements for admissions
Last reviewed / approved by / date	14 <sup>th</sup> February 2023
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Next council review due	Education Committee – May 2025
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Linked Policies	Privacy Notice

<b>Revision History</b>	
This section should be completed by the reviewer each time this policy is reviewed	
Changes made [Brief description of edits]	Date
No changes	Autumn 2021
Appendices relevant to SSq and RP added	Spring 2023

# ADMISSIONS POLICY

## POLICY STATEMENT

This document is intended to provide some guidance and further explanation, for parents, on the policies and procedures relating to admission of pupils to Francis Holland. Francis Holland is an academically selective school and pupils are offered places based on the selection procedures described below.

## EQUAL TREATMENT

All candidates for admission to the school will be treated equally irrespective of their or their parents' race, religion, nationality, ethnic origin, or social circumstances. The Schools recognise and respect the variety of religions represented in the school community, but they expect all pupils to attend school assemblies and church services, which are fundamental to our Christian ethos. The school buildings are not well suited to candidates with serious disabilities, but The Schools are committed to improvement in this area and will make every effort to accommodate a candidate with a disability. The Trust aims to treat every application in a fair, open-minded way.

## SPECIAL EDUCATIONAL NEEDS AND DISABILITY

The school will be guided by JCQ guidelines with respect to access arrangements. The Schools will work with parents and the candidate's current school in order to make reasonable adjustments to our admissions procedure for any candidate with a special need and for whom there is appropriate evidence of need and normal way of working.

In accordance with the Equality Act 2010, the school will make reasonable adjustments to its provision to ensure that pupils with disabilities are not put at a substantial disadvantage to their peers. The nature of these adjustments will be determined in consultation with the child and parents.

## AGE OF ENTRY

Candidates are assessed for entry as follows:

**Into Reception [Francis Holland Prep]** - the class for 4/5 year olds – annually in Spring Term

**into Year 7 [FH Regent's Park and FH Sloane Square]** - the class for 11/12 year olds - annually in the Spring Term

**into the Lower VI [FH Regent's Park and FH Sloane Square]** - the class for 16/17 year olds - annually in the Autumn Term

**For any other year groups:** at other times if a vacancy should arise.

## ENTRY PROCEDURES

Summary: Our admissions policy has four elements:

- Competitive entry tests;
- One or more interviews;
- Character and academic reference from the current school;
- Disability assessments (if applicable)

## ENTRY INTO YEAR 12 (LOWER SIXTH)

Candidates take papers in the subjects they wish to take at A level. There is also a general interview to explore matters such as the candidate's interests, attitude to the school, personal qualities, ability to contribute to the school community, support available at home, and any relevant connection with the school. There may be an additional interview to explore a candidate's academic ability in a particular subject. For certain subjects (such as Art) candidates may be asked to submit samples of their work.

## ENTRY INTO OTHER YEARS

Candidates will normally be assessed in Mathematics and English with an age-appropriate Test and will be interviewed. Candidates for entry into year 8 or above may be assessed in other subjects. This will depend on the candidate's educational background. There is also a general interview to explore matters such as the candidate's interests, attitude to the school, personal qualities, ability to contribute to the school community, support available at home, and any relevant connection with the school.

## **REFERENCES**

For entrance at every level, the Head of the candidate's current school will be asked to provide a reference as to the candidate's academic ability, attitude, and behaviour, involvement in the school community, talents and interests and any other special circumstances, such as special educational needs or a disability. The reference may also ask for results, or predicted results, for tests taken at, or to be taken at, school e.g. National Foundation for Educational Research or Standards and Testing Agency (SATs) tests and predicted grades at GCSE (if appropriate).

## **CANDIDATE'S AGE**

Very occasionally The Schools may offer a place to a candidate one year ahead or behind her standard year group, if they consider, as a matter of professional judgement that it would be in the best interests of the pupil and the school.

## **SPECIAL CIRCUMSTANCES**

The Schools recognise that a candidate's performance may be affected by particular circumstances, for example:

- if the candidate was unwell when taking the tests or has had a lengthy absence from school
- if there are adverse family circumstances such as recent bereavement
- if there is an unusual educational history such as education outside the British system
- if a candidate has a disability or a specific learning difficulty
- if English is not the candidate's first language

In any such case The Schools may request further information, e.g. a medical certificate or a report from a suitable professional, and any associated correspondence, or samples of work and a further report from the candidate's current school. Information on special circumstances must be given to the school before or at the time of the examinations and interviews.

## **DISCLOSURE OF ADDITIONAL INFORMATION**

Parents must also disclose, as soon as possible, and certainly in advance of the publication of results, any particular known or suspected circumstances relating to the candidate's health, allergies, disabilities or learning difficulties.

## **ADDITIONAL FACTORS**

Francis Holland is over-subscribed. If The Schools have to decide between two or more candidates who meet our admission requirements after all appropriate allowances have been made and special consideration has been given, they may give preference to

- a candidate who already has a sister in the school.
- a candidate whose parent is a former pupil of the school.
- a candidate whose parent is a current member of staff.
- a candidate with a particular skill, talent, or aptitude.
- a candidate who is a daughter of Church of England clergy.

## **ADMISSIONS REGISTER**

For each pupil, the admissions register will contain:

- Name in full.
- Sex.
- Name and address of both parents, with an indication of the parent with whom the pupil normally resides.
- At least two emergency telephone numbers.
- Day, month, and year of birth.
- Day, month, and year of admission or re-admission to the school.
- Name of last school attended, if any (Addresses of these schools are kept on a separate database).

Please refer to our Privacy Notice on the Trust website for details on how The Schools process and use this data.

## Appendix: Admissions Policy at Regent's Park

### **ENTRY INTO YEAR 7 (11+)**

All candidates sit the bespoke assessment set by the London 11+ Consortium which aims to test cognitive ability as well as to discover the applicant's potential in creative and critical thinking, analysis, synthesis and problem-solving.

A number of candidates are then invited for interview to assess their skills in problem-solving, critical-thinking and creativity. The session comprises an individual interview and a group activity session. The Schools also request a reference from the Head of the candidate's current school.

Applications must be received by the date specified by the London 11+ Consortium, which is usually early/mid November in the year prior to entry.

### **ENTRY INTO YEAR 12 (LOWER SIXTH) FOR STUDENTS ALREADY AT FHS (INTERNAL STUDENTS)**

Students who take GCSEs in Year 11 at Francis Holland School, Regent's Park, automatically move up into Year 12 after their GCSEs provided that they meet the following conditions:

- A pass in GCSE Maths and English.
- The School's subject entry requirements in the three subjects they wish to take for A level.

### **ENTRY INTO YEAR 12 (LOWER SIXTH) FOR STUDENTS ALREADY AT FHS (EXTERNAL STUDENTS)**

External applicants are required to meet the School's subject entry requirements in the three subjects they wish to take for A level, as well as any other conditions outlined in their offer letter.

For full details please see the Admissions section on the school website.

## Appendix: Admissions Policy at Sloane Square

### **ENTRY INTO YEAR 7 (11+)**

All candidates sit the bespoke assessment set by the London 11+ Consortium which aims to test cognitive ability as well as to discover the applicant's potential in creative and critical thinking, analysis, synthesis and problem-solving.

A number of candidates are then invited for interview to assess their skills in problem-solving, critical-thinking and creativity. The session comprises an individual interview and a group activity session. We also request a reference from the Head of the candidate's current school.

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## Appendix: Admissions Policy at Francis Holland Preparatory School

### **ENTRY INTO RECEPTION (4+)**

Candidates are invited into school for half a day during which time they will be assessed in group activities. We are looking for potential and readiness to learn.

Parents are advised to visit the school before their daughter is tested. Applications must be received by the end of September in the year prior to entry.

For full details please see the Admissions section on the school website