

## I.02 ADMISSIONS POLICY

Person(s) responsible:	Head/Registrar
Last updated:	January 2023, Revised February 2023
Review period:	12 months
Next review:	January 2024

### Admissions Policy

This policy, which applies to the whole school, sets out Farleigh School's arrangements for admission to the school. This policy is publicly available on the website and on request from the School Office.

#### General

Farleigh is a co-educational, Catholic, independent, boarding and day School for pupils from ages 3 to 13. We accept applications from all families, regardless of disability, race, religion or ethnicity. We welcome all children into a warm Christian community where the care of every individual is paramount.

In recent years, Farleigh has flourished and the School has grown to approximately 460 pupils, about 100 of whom are boarders. It is intended to retain the community at this size. Our goal is that each child's start shall be a happy and successful one and that we establish a strong, lasting partnership with our parents.

Deciding on the right school for your child is very important. To assist with this, we hold Open Mornings, usually in the autumn and spring terms, which give a general introduction to the School (details are published on our website). We are also happy to welcome prospective parents at other times, by appointment, and in advance of assessment days.

If, after reading the School's prospectus, looking at the website or visiting the School, you are interested in applying for a place for your child, please contact the School's Registrar, Sarah O'Rorke, on 01264 712838 or e-mail [admissions@farleighschool.com](mailto:admissions@farleighschool.com) to begin the admissions process, which follows the procedure below.

#### Registration

The first step is registration; applications for admission should be registered as early as possible. The School's Registration Form will accompany the prospectus and is also available on the School's website or from the Registrar. Registration is not complete until the Registration Form and accompanying Registration Fee have been received by the School. Registration Fees are non-refundable.

Registration does not guarantee your child a place at Farleigh, it is a formal expression of interest that starts the admissions process.

The Registration Form provides Farleigh with vital information about your child. For further information regarding how the School will use this information during the admissions process, please see the Data Protection section below.

### **The Entry Procedure**

The usual points of entry are at Kindergarten (from the September after their 3<sup>rd</sup> Birthday), Reception (age 4) and Year 3 (age 7). The School will not normally, but reserves the right to, admit children at other ages and stages. Please contact the Registrar for details.

The Entry Procedure includes:

- a visit to the School and meeting with the Headmaster;
- an assessment (see details of The Assessment Process below);
- obtaining reports and references from any previous schools (written and/or verbal); and
- an overnight stay for prospective boarders.

For children joining Farleigh from an independent prep school, the Headmaster will contact the child's current school in accordance with the Joint Heads' Associations' Code of Practice, which governs admissions and transfers.

### **The Assessment Process**

Farleigh is not an academically selective School but all applicants are asked to complete an entry assessment to ensure that the School is able to meet the child's needs. A copy of the School's Learning Support (SEND) Policy can be made available on request.

The Assessment Process begins in the academic year before joining. No specific preparation for the assessment is needed but we do require a school report, and where applicable, any other reports related to their learning, e.g. an Educational Psychologists report. In some instances, a reference from the child's current school/learning environment may also be needed. Please contact the School to discuss any special educational needs or disability that your child may have with the School before they attend the assessment so that we can make adequate provision for them.

### **Kindergarten and Pre-Prep (Reception, Years 1 and 2)**

For all children considered for entry into the Kindergarten assessment is conducted informally while observing play in small groups.

Children being considered for entry into the Pre-Prep (Reception and Years 1 and 2) will be invited to attend an assessment carried out by a member of our Learning Support Department. This will include a phonics check, reading, assessments of understanding of language and basic number recognition.

### **The Prep School (Years 3-8)**

Children intended for entry at Year 3 and above will be asked to attend one of two Prep School Assessment Days in the Autumn Term, the dates of which can be found on our website.

The Prep School assessment will include Reading, Writing, Spelling, Vocabulary and Mathematics. Wherever possible, current reports should be sent to Farleigh in advance of the assessment. A member of our Learning Support Team may wish to contact the relevant teacher at your child's current school during the application process and this will be done in consultation with you.

### **Special Educational Needs**

Farleigh welcomes pupils with disabilities and/or special educational needs, provided we can offer them any support that they require, cater for any additional needs, and that our site can accommodate them. We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn. We require parents of prospective children with special educational needs, disabilities or allergies to discuss their child's needs with the School so that we can make adequate provision for them.

Where a prospective pupil is disabled, the School will discuss with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if they become a pupil at the School, to ensure that the prospective pupil is not put at a substantial disadvantage compared to a pupil who is not disadvantaged because of a disability. There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's disability. For example, if, despite reasonable adjustments, we feel that a prospective pupil is not going to be able to access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, we may not be able to offer a place at the School.

Where a child has an Education, Health and Care plan (EHC plan) we will consult with parents and, where appropriate, the Local Authority, to ensure that the required support is set out in the EHCP and can be provided. In some instances, the provision of Learning Support by the School may involve an extra cost for the parents if it is not met by Local Authority or other funding. The School will co-operate with the Local Authority to ensure that any relevant EHCP reviews, including the annual review, are undertaken as required for any pupil admitted to the School.

We require a copy of any professional report(s) (such as educational psychology, learning, behavioural or medical) to be provided to the School with the Registration Form. Failure to disclose information relevant to the child's admission to the School may lead to a place not being offered or to a place being withdrawn if the child has already started. The reports are necessary so that the School can assess the child's needs and consult with parents about the adjustments which can reasonably be made. We reserve the right to decline a place at the School if, after consultation with parents and professionals, the needs of the child cannot be met by the School.

Places for pupils who require on-going Learning Support are dependent on the current numbers receiving support and are therefore subject to availability. Depending on the level of learning support required there may be an additional charge to Parents.

### **Admission to the School**

Following the completion of all aspects of the Entry Procedure, the Headmaster will consider the information gathered during the admissions process and will decide whether to offer a place for a child at the School; and, if so, the year group to which the offer relates. Admission will be subject to the availability of a place and a child satisfying any admission requirements at the time.

### **Oversubscription criteria and waiting list**

Where the School is unable to accommodate all applications, preference, but not a guarantee, will be given to:

- practising Catholics;
- boarders;
- siblings;
- children whose family members have previously attended the School; and
- children of current staff.

When all available places have been allocated, a waiting list will be operated by the School. Any places that become available will be allocated according to the criteria of the admissions policy and not necessarily on the length of time on the waiting list. The waiting list will be reviewed whenever a child is added to, or removed from, the waiting list and at the end of each school year. Provided the Registration Fee has been paid, the child's name may remain on the waiting list for the following school year at the parents' request.

### **Offer of a place**

The School will offer a place to a child by way of a letter to the parents. Parents will also be sent an Acceptance Form and a copy of the School's Parent/School Contract, which sets out the terms on which the School will provide education to the child. In order to accept the place, all those who have parental responsibility for the child must complete, sign and return the Acceptance Form together with a payment of the Acceptance Deposit. Parents have two weeks to accept or the place may be forfeited.

Having accepted a place, parents will receive a copy of the Parents' Information Handbook and be advised of the taster/moving up day date (either in the summer term if starting in September or by arrangement if starting during the Academic Year) where the child will join their current year group for lessons and activities.

Parents of pupils entering the Prep School at Year 3 (including current Year 2 parents) will be invited to a drinks party on the evening before the Taster Day and, at the start of the Autumn Term, all new pupils will be invited to a welcome tea party.

In the holiday preceding entry to Farleigh, parents will be given additional information either by post or on the Parent Portal which includes a comprehensive medical form, telephone and photographic permission and all details in preparation for starting, such as uniform, insurance, etc. Prior to the child's attendance at the School, parents must complete and sign all additional registration documents, such as medical and consent forms. It is also a requirement for the School to have sight of a pupil's passport or a copy of the child's birth certificate.

### **Sibling Policy**

For the purposes of the Admissions Policy, "Sibling" means step-siblings, foster siblings, adopted siblings and other children living permanently at the same address or siblings who are former pupils of the School.

Most siblings join us at Farleigh. However, admission to the School on this basis is not automatic.

Some priority is given to siblings in line with the oversubscription criteria listed above if the rest of the requirements for admission have been met.

### **Bursaries**

The Governors are committed to assisting families of children in the School who experience unanticipated financial hardship and also to broadening access to Farleigh by providing a number of 110% bursaries to children in, or facing, challenging circumstances. However, the School has limited resources from which it can offer bursaries. It has no endowment funds or other specific reserves set aside for the purpose of financial assistance with fees. Accordingly, other than in exceptional circumstances, bursaries will not normally be available for new applicants to the School. The School's Bursary Policy is available on request.

### **Equal Treatment**

Farleigh does not discriminate in any way regarding entry to the School and encourages applications from families with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Farleigh is committed to equal treatment for all, regardless of sex, race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background.

### **Overseas Applicants**

We welcome overseas pupils who can study at Farleigh and also attend as a boarder provided that the visa requirements of the UK Visas and Immigration Agency are met. In addition, parents of all overseas pupils must appoint an education guardian who lives in the UK with whom the pupil can stay if they are unable to return home when the School is closed. More details of which are contained in the Parent/School Contract. Parents of overseas pupils should appreciate that we do not normally accept children for less than one year, and unless joining in Year 6, 7 or 8, the pupil would be expected to stay for several years.

### **Fluency in English**

In order to cope with the academic and social demands of Farleigh, pupils must have a good command of English; this is evaluated by the School as part of the admissions procedure. For pupils joining Farleigh from a non-English speaking country or from an establishment that teaches in a foreign language, tuition in English as an Additional Language (EAL) is provided free by the school for the pupil's first term (a maximum of two sessions of ½ an hour every week). If further EAL tuition is assessed as being necessary, or for pupils wishing to sit the Cambridge Certificate in English, there will be an additional charge to Parents. Details of the provision and cost after the first term are available on request.

### **Nature of the School**

Farleigh is a Catholic School; however, applications are welcome from prospective pupils of all faiths and of no faith. Parents should also be aware that, as a boarding school, there is compulsory Saturday school when the school is in session and that all pupils are expected to attend. In addition, all boarders who are in school on the Saturday night are expected to attend Mass on Sunday morning.

### **Parent/School Contract – Terms and Conditions**

A copy of the School's terms and conditions, upon which the School educates each child, are contained within the Parent/School Contract. The terms and conditions will be provided to parents during the admissions process; they should be read before signing the Acceptance Form.

### **Complaints**

Details of the School's Complaints Procedure are available to parents of prospective pupils. However, the Complaints Procedure is not available for use by prospective parents; furthermore, current parents do not have the right to use it to appeal an admissions decision against a prospective pupil.

### **Data Protection**

The School's Privacy Notice for Parents and Pupils is available on the School's website: <https://www.farleighschool.com/cmsAdmin/uploads/2-09-privacy-notice-parents-and-pupils.pdf> .

Application details provided on, and with the Registration Form, will be held on file by the School in line with data protection legislation, the School's Privacy Notice and Records Management Policy.

The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose. This will generally be no longer than twelve months following an unsuccessful application, but reasons to retain for longer might include if the parents express an interest in the option for the child to be placed on a waiting list or to deal with any ongoing matters or queries arising from the application.

As required by regulation, the School will routinely share information with Hampshire Local Authority and will notify the Local Authority when a pupil's name is added to, or removed from, the admissions register. The School will also share information about attendance and any children missing education in line with our legal obligations.

### **Contact information**

The Headmaster of the School is Fr Simon Everson whose address for correspondence is:

Farleigh School  
Red Rice  
Andover  
Hampshire  
SP11 7PW

In the first instance, regarding enquiries about admission, please contact the School's Registrar, Sarah O'Rorke, on 01264 712838 or e-mail her at [admissions@farleighschool.com](mailto:admissions@farleighschool.com)

Main School Phone: 01264 710766  
Email: [office@farleighschool.com](mailto:office@farleighschool.com)