



**FARNBOROUGH HILL**  
WHOLEHEARTEDLY

## **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, as well as independence in the learning process including managing the demands of a busy day that may have changes to routine which add much to personal growth and an open mindset. The ethos of the School is rooted in the Catholic tradition and we welcome pupils from other religious faiths as well as those of no faith. We expect all our pupils to attend Masses, Liturgies, 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
- Learning Support Policy
- Mental Health Policy
- SENDA Policy
- Supporting Pupils with Medical Conditions Policy

Admission to the School is based on criteria designed to maintain and improve the School's educational ethos. Girls are admitted on the basis that Farnborough Hill will be able to educate and develop the individual to the best of her potential. The aim therefore is for every girl to experience a happy and fulfilling school life and to emerge a confident, articulate young woman, able to take her place as a responsible member of society.

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 co-curricular activities such as Art, Drama, Music 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.

Where possible, we recommend that applicants and their parents visit the School before they register their daughter.

### **Registration**

The School's registration form is available in the Admissions section of the School's website.. A non-refundable registration fee of £100 is payable when applying for a place. Registration forms must be submitted by those with parental responsibility, unless exceptional circumstances apply.

### **School reference**

Prior to the entrance examination, we will contact an applicant's current school to request a confidential report on her academic record, co-curricular activities, attitude and conduct. We will also take careful note of other information including attendance records and additional support offered by the school for example. The School will not offer a place until a satisfactory reference has been received.

## 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. Sister/daughter of a present or former pupil
3. Academic performance
4. Date of registration

## Scholarships

Scholarships are designed to reward excellence and to celebrate exceptional talent which would be of benefit and inspiration to the Farnborough Hill community. A number of Scholarships are available for girls entering Year 7. Most awards and scholarships granted are valued at 5% or 10% of the termly fees, with higher awards reserved for exceptional candidates. Academic Scholarships and Awards are awarded on the basis of performance in the entrance examination, followed by two further examination papers and an interview. Candidates for scholarships at 11+ are required to pass the entrance examination before further consideration. Only candidates who have taken the entrance examination on the main day will be eligible to take subsequent scholarship assessments and must take the scholarship assessments on the appointed day(s).

Pupils are shortlisted for Academic Scholarships at 11+ 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.

Candidates may apply for the Sports, Drama, Art and Music Scholarships at 11+ and will be shortlisted for the scholarship assessment on the basis of their application and 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 and Drama Scholarships awarded on the basis of audition. All scholars will be interviewed by the head of the appropriate department.

Whilst candidates may be considered for a scholarship in more than one field, only one scholarship will be awarded to any individual. However, the Deplanck Scholarship (worth 25% of fees), can be awarded in exceptional circumstances to candidates who show outstanding ability in multiple fields (Academic, plus one of either Art and Design, Drama, Music or Sport).

Scholarships are tenable for seven years, subject to a satisfactory annual review of progress. The exception is the Art and Design Scholarship which is reviewed at the end of Year 8, when Art is no longer a compulsory subject. If Art is not studied as a subject when options are chosen for Year 9 then the scholarship and its associated funding will end. Scholarships cannot be re-assigned at any point. Scholars of Drama, Music and Sport are expected to play a full part in co-curricular activities.

## Entry to Years 8 - 10

Pupils are regularly admitted to other Year Groups 8 - 10, 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. If Year Groups are full, candidates must register for the examination in order to be placed on the waiting list.

Deferred entry into a Year Group is normally only available for applicants from overseas.

## **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 (9 - 6 or equivalent) at GCSE. Candidates from outside the British education system who are not able to take GCSEs will need to demonstrate that they have sufficient knowledge of their chosen subjects to be able to follow the A level courses offered at Farnborough Hill.

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 Sports and the Creative and Performing Arts.

## **Entrance Examination Results**

We do not provide examination results to parents but the Head and Director of Admissions are always willing to discuss individual performance with the Head of a girl's current school.

## **Bursaries**

Farnborough Hill is committed to broadening access to the School by offering eligible parents/guardians means-tested financial support with the payment of school fees. Please refer to the School's *Bursary and Hardship Awards Policy* for further information on the process and criteria used for allocating awards.

## **Special Needs**

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.

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.

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 her health and safety or those of other pupils or staff may be put at risk, we reserve the right to decline a place at the School.

The School's admissions process makes provision for the disclosure of disability and special needs. 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 an Educational Psychologist's report. (The School therefore fulfils an anticipatory duty as defined by the Special Educational Needs and Disability Act 2001. A failure of a parent to divulge learning support/disability at this time constitutes a justification under the act for discrimination). Where a parent requests confidentiality regarding a learning support/disability this request would limit what the School could provide in making reasonable adjustments. Under these circumstances the School has the right to decide the balance of confidentiality and possible and reasonable adjustments for inclusion.

Farnborough Hill accepts pupils with a variety of learning difficulties such as dyslexia. The School also offers places to pupils who have other difficulties such as physical disabilities, motor co-ordination problems, visual impairment, auditory impairment, ADD/ADHD and emotional problems.

The Head of Learning Support is available to work with 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. We may also recommend additional support for pupils who have English as an additional language with an peripatetic specialist, and this would be arranged and overseen by the Head of Learning Support. Referrals for support are made via the pupils' Head of Year. Please see the Learning Support Policy for further details. The School Nurse takes a similar responsibility for supporting pupils with a physical disability, liaising closely with the Head of Year and teaching staff.

## **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. The School's *Complaints Policy* is not available for use by prospective parents.

## **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, return the acceptance papers and pay a non-refundable acceptance deposit of £500 which will be credited 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.

## **Joining Arrangements**

Careful attention is given to the allocation of pupils into their respective Form Groups, in particular upon joining in Year 7 at 11+. The School will consider a number of factors in this process in order to ensure Form Groups are well balanced and that girls will be afforded every opportunity to integrate themselves fully into life at Farnborough Hill.

Such considerations include, but are not limited to:

- Ensuring a mix of abilities
- Ensuring assignments to Houses are balanced across Forms
- Pupils' home locations
- The Modern Foreign Language options girls choose to take, especially in Year 7
- The placement of twins, and girls from specific friendship groups, into separate Forms

Where subjects are set, pupils who join outside of the main entry points at 11+ and 16+ will be placed into the closest set appropriate to their ability where there is space to accommodate them. Set allocations are reviewed at specific points during the academic year.

## **Unforeseen Circumstances**

In the event of restrictions brought about by pandemic or other unforeseen or emergency event, the School reserves the right to make any necessary adjustments to its admissions dates and procedures in order to

comply with current regulations or to ensure the safety of the School community and its wider members, including prospective families. Details of any adjustments will be communicated to families at the earliest opportunity.

Where entrance examinations are required to be taken at the School in accordance with the regulations set down by the examination provider, all due regard will be given to the health and safety of the staff and candidates.

### **Records and Review**

Applicants' details will be held on file with due regard to data protection legislation and the School's *Privacy Notice*. The School will retain personal data securely and only in line with how long it is necessary to keep for a legitimate and lawful reason.

This policy is reviewed annually by the Director of Admissions and Marketing and the Head.

The next review is due in June 2024.