



ADMISSIONS POLICY

COVERING BOTH SCHOOLS INCLUDING EYFS AND BOARDING

Governors' Committee normally reviewing:	Academic Committee
Date last formally approved by the Governors:	Spring Term 2018
Date policy became effective:	Autumn 2007 (Prep) Autumn 2009 (Senior)

Period of Review:	Annually
Next Review Date:	Spring Term 2019

Person responsible for implementation and monitoring:	Heads
Other relevant policies:	<ul style="list-style-type: none">• Parent Agreement• Scholarship Policy• Bursary Policy• Disability and Special Educational Needs Policy and Accessibility Plan <p><i>Please also see the Admissions section of the School Website</i></p>

The following Policy encompasses the Aims and Ethos of the Preparatory School and the Senior School

**Mr Simon James
Head, Preparatory School**

**Mr Chris Townsend
Head, Senior School**

[Aims and Ethos](#)

SAFEGUARDING STATEMENT

Felsted is committed to maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'.

EQUAL OPPORTUNITIES STATEMENT

The aims of the School and the principles of excellent pastoral care will be applied to all children irrespective of their race, sex, disability, religion or belief, sexual orientation, gender reassignment or pregnancy or maternity; equally these characteristics will be recognised and respected, and the School will aim to provide a positive culture of tolerance, equality and mutual respect.

References

- A. Education Act 2002
- B. School Standards and Framework Act 1998
- C. The Education (Independent School Standards) (England) Regulations 2014

GENERAL

Felsted is a co-educational independent school for pupils from ages 4 to 18. The School has over a thousand pupils, with boarding available from year 5 upwards, and the majority of pupils boarding from year 9 onwards. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Felsted. We hold Open Days in the Summer and Autumn terms, and Taster Days throughout the year, which give a general introduction to the School. Details of these are published on our website www.felsted.org. We are also very happy to welcome prospective parents and their children at other times. Please contact our Registrar to arrange a visit; please see our website for contact details.

THE ENTRY PROCEDURE

Preparatory School

The Preparatory School is comprised of four 'Phases'. Stewart House includes Reception to Year 2. Ffrome Court accommodates Years 3 and 4; Cloisters Years 5 and 6 and Courtauld House Years 7 and 8. Each Phase is led by a Head of Phase. The majority of pupils in the Preparatory School are day pupils, with many opting for flexi-boarding as they progress through the School, and with a few international boarders, mainly in Years 7 and 8.

The most common points of entry to the Preparatory School are Reception (age 4+), Year 3 (age 7+) and Year 7 (age 11+). Limited entry into other year groups may be possible, subject to availability of places and assessment. Entry into the Preparatory School is determined on the basis of a visit and meetings with the relevant school staff. In addition, for entry into Years 3 to 8, a report is required from the pupil's current school, together with age appropriate assessments and testing.

Senior School

The majority of pupils in the Senior School, which covers Years 9 to 13, board; with options for three nights per week (Contemporary Boarding), five nights (Weekly boarding) or seven nights (Traditional boarding) as well as day places.

Assessment for entry into Year 9 from another school can be taken up to two years in advance of entry. Pupils are assessed in verbal reasoning, plus the School's own assessments in English and Mathematics, and they will be interviewed by the Headmaster or a member of the senior leadership team. For international pupils this interview might be carried out remotely using online video services, and assessment is carried out in English and Mathematics.

Students wishing to progress from Year 8 to Year 9 at Felsted are assessed on the basis of Year 6 examinations supplemented by reports from the Head of Courtauld House. If there is any reason why this progression is felt not to be in the best interests of the pupil, discussions will take place with parents well before the end of Year 8.

For entry into Year 10 or Year 12, assessment will be made on the basis of a Verbal Reasoning assessment, together with reports from the pupil's current school and an

interview. It is important to the School that entrants to the Sixth Form (Year 12) have the capacity to succeed in their chosen course of study (A levels, IB or BTec). There is therefore a requirement to achieve a minimum standard of 5 'B' grades at GCSE or equivalent, and at least 'B' grades in the subjects chosen for A level.

For international students, entry to Year 10 assesses English and Mathematics; applicants to the Sixth form to study A levels are assessed in English, and those wishing to study the IB are assessed in English and Mathematics.

THE ASSESSMENT PROCESS

The aim of the assessment process is to identify potential. Felsted is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The School has strong traditions in Music, Drama, Art, Debating, Community Activities and Sport. There are many co-curricular activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for the entrance assessments is needed. All candidates start on an equal footing, with identical opportunities to display their academic aptitude and co-curricular skills.

Parents of children with physical disabilities, SEN or learning difficulties are advised to discuss their child's requirements with the School before they sit the entrance assessment so that, wherever reasonably possible, adequate provision can be made for them on the day. Parents are asked to provide a copy of a medical report or Educational Psychologist's report to support their request, for example, for large print material, extra time, use of laptops or other special arrangements. Pupils will receive an additional 25% time in the assessment, on receipt of an educational psychologist's report.

The dates for the assessment process for the current year are published on our website, together with the dates that results are posted to families and the closing date for acceptances.

EQUAL TREATMENT

Felsted's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Felsted is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, sexual orientation or social background.

CHILDREN WITH PARTICULAR NEEDS

Felsted does not discriminate in any way regarding entry. In relation to SEN, the School welcomes pupils with special educational needs provided that its Learning Support department can offer them the support that is recommended by educational psychologists or other relevant experts. We also welcome pupils with disabilities provided that we feel we are able to properly meet their needs once reasonable adjustments have been made. However, we strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with us before he/she sits the entrance exam so that the School can, wherever reasonably possible, make adequate provision for him/her. Parents should provide a copy of an educational psychologist's report or a medical report if they have one.

The School will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she becomes a pupil at the School.

SCHOLARSHIPS AND BURSARIES

Scholarships are available for talented pupils, and applications are welcomed for means-tested bursary support for families meeting the criteria set out in our Bursary Policy, which can be found on the School's website.

Scholarships of up to 20% of the fees are available on entry to the School from Year 7 onwards. They are available to recognise academic ability and also in Sport, Drama, Art, Music and Design Technology and Engineering. Please see our Scholarship policy for details.

INTERNATIONAL APPLICANTS

We welcome international pupils who can study at Felsted as a boarder, provided that he/she has a guardian living in the UK, as set out in our Parent Agreement. However, parents of overseas pupils should appreciate that Felsted does not run a short-term study programme and expects overseas pupils to finish a complete course of study such as Years 10-11, or Years 12 -13.

All International students will be required to attend a one-week induction programme, known as 'LEAP' during the week prior to the commencement of the Autumn Term. An additional charge is made for this course.

ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)

In order to cope with the academic and social demands of Felsted, pupils must be competent English speakers. Tuition in English as an Additional Language (EAL) can be arranged at additional cost.

RELIGIOUS BELIEFS

Although Felsted has a Christian ethos, the School does not select for entry on the basis of religious belief, and it offers the opportunity for pupils holding other religious beliefs to practise their own faiths. Parents should be aware that pupils are expected to attend regular Chapel services, but please speak to the Headmaster if you would like to discuss this.

THE ADMISSIONS REGISTER

We will record each child's name, address and gender on our Admissions Register. Every person known to be a parent of the child will be recorded, as well as the parent with whom the pupil normally resides. At least one contact telephone number, the date of birth and date of admission to the School will also be kept, along with details of any previous school and of boarding or day status. For pupils who are not UK nationals we will keep records as required by UK Visas and Immigration.

SCHOOL'S CONTRACTUAL TERMS & CONDITIONS

These are available to view on the School's website and will be made available to parents as part of the admissions process.

COMPLAINTS

The School hopes that parents and pupils do not have any complaints about the School's admissions process; but copies of the School's complaints procedure can be found on the School's website and/or can be sent to parents on request.

Appendix 1

RIGHT TO STUDY POLICY

1. Purpose

- 1.1 This policy is for immigration compliance purposes and sets out the basis of who may study at Felsted School.
- 1.2 Felsted School is a Tier 4 licence holder and therefore must demonstrate that there are systems and processes in place to monitor and keep adequate records of pupils' immigration status.

2. Definition

- 2.1 The 'right to study' means you are not restricted from studying at Felsted School. This may mean you have been granted the right to study at Felsted School.
- 2.2 Any pupil will have a right to study at Felsted School if
 - i. They are British nationals
 - ii. They are EEA nationals (and can evidence the same)
 - iii. They hold a Biometric Residence Permit confirming they are entitled to remain in the UK, and are permitted to study under the terms of that leave.

3. Right to study checks – Pre Admission

- 3.1 Felsted School will request information on all prospective pupils' nationality and immigration status pre-admission.
- 3.2 Evidence of a pupil's nationality and immigration status may be requested and held on file if deemed appropriate.
- 3.3 Where a pupil is identified as possibly being subject to immigration control, evidence of nationality and immigration status may be obtained for the pupil and parent where necessary.
- 3.4 Nationals from outside the UK, EEA and Switzerland will be asked whether they require a visa under Tier 4.
- 3.5 Passport details will be required to support a visa application, and to assign a Confirmation of Acceptance of Studies (CAS). Copies of documents relied upon will be retained.
- 3.6 Information may be shared with UKVI.

4. Right to study checks – Enrolment

- 4.1 Pupils will be asked to provide their original current passport and original Biometric Residence Permit (where applicable) upon enrolling. Copies may be taken.
- 4.2 Pupils may be asked to provide their parent's original current passport and original Biometric Residence Permit upon enrolling. Copies may be taken.
- 4.3 Pupils will be asked at various times to produce their original current passport and original Biometric Residence Permit for ongoing monitoring purposes.

5. Mandatory Checks and Records

5.1 Felsted School will keep a copy of the following in order to comply with the terms of their sponsorship licence

- 5.1.1 Copy of each sponsored pupil's current passport pages showing all personal identity details.
- 5.1.2 Copy of the pupil's biometric residence permit (BRP).
- 5.1.3 Record of the pupil's absence and attendance record
- 5.1.4 A history of the pupil's contact details to include UK residential address, mobile and home telephone number.
- 5.1.5 When a pupil is living in foster care, details of the name of the foster carer and of the address where the foster carer and the pupil will be living will be given to the relevant local authority in whose area the child will be living.
- 5.1.6 Copies or originals of any evidence of assessment prior to making an offer to the pupil.

6. Expired Leave

6.1 If a pupil's leave to study expires the pupil's parent or guardian will be contacted.

6.2 Notification may be given to the UKVI visa team and the contract may be terminated.

6.3 Where a pupil does not have valid leave to continue to study the contract may be terminated.

7. Policy Review

This policy will be reviewed on a regular basis to ensure it remains compliant with the Tier 4 Sponsor Guidance and Immigration Rules as well as good sector practice.