



Admissions Policy (ISI 15a)

This Policy covers EYFS

Last reviewed: October 2020

Associated Policies:

Behaviour Policy

*Please note that due to the current situation with **COVID-19**, in addition to this policy, the School is adhering to the following government guidance:*

- *Avoiding contact with anyone with symptoms*
- *Regular cleaning of school site*
- *Minimising contact and mixing of people*
- *Maintaining a 2 metre distance between people*
- *Increased hygiene practices*
- *Where pupils are in school, maintaining a 'bubble' of staff and pupils*
- *Confidentiality with regard to withholding names of staff and pupils with either confirmed or suspected coronavirus*

The above will be reviewed in accordance with national guidelines and updated accordingly.

Introduction

The Admissions Policy is designed to help parents understand our criteria and processes for admissions to Feltonfleet School.

General

Feltonfleet School is a co-educational preparatory school and has over 400 pupils. The Pre-Preparatory school consists of Nursery – Year 2 (ages 3 to 7) and accommodates up to 160 pupils. The Prep School consists of Years 3 to 8 (ages 7 to 13), holding approximately 320 pupils.

The majority of our children are day pupils, but the boarding house remains a key feature of the school and on any weekday evening from Monday to Thursday up to 48 pupils will be boarding.

Feltonfleet does not seek to be an academic hothouse, and provides an education for a broad range of abilities and talents, subject to the school being satisfied that a child entering Reception upwards is likely to cope with the needs of most senior school entry requirements at 13+. The school's philosophy 'where individuals really matter' is at the heart of all that the school community does. Children leaving Feltonfleet are characterised by their self-confidence, generosity and team spirit.

Visiting the School

To learn more and discover if Feltonfleet is the right school for your child we encourage all prospective parents to visit the school.

This may be on one of the Open Mornings held periodically throughout the year and advertised on our website www.feltonfleet.co.uk, or parents may wish to arrange a private visit and see the school on a normal working day. This may be in addition to an Open Morning or as a first step. All visits should be booked directly with the Registrar on 01932 862264 or by emailing admissions@feltonfleet.co.uk.

Registration (applying for a place)

When parents have decided to apply for a place they should submit a Registration Form and Registration fee. Copies of the Registration Form are available in the prospectus or can be downloaded on line from the school website. The Registration Fee is non-refundable.

The Entry Procedure

Pre-Preparatory

Places are offered in the Pre-Prep Nursery on the basis of order of registration, save that siblings of pupils currently at the school and children of staff are given priority. Where there is pressure on places on the wait list for Nursery, preference will be given to pupils who will be taking a full day place. A place will not be offered to a child whose parents have not yet visited the school.

All children entering Feltonfleet from Reception onwards are required to provide clear evidence of academic and social faculties, which would normally ensure they could meet the needs of most senior school entry requirements at 13+. This is done through informal assessment (see below) and reports received.

All children who are registered are given the opportunity to be selected for entry by attending an introductory session in the November prior to the September when they are eligible to start. This session, lasting about an hour, ensures that our academic environment is suitable to enable the child to progress happily and productively, recognising their individual learning style.

Where a waiting list exists, preference will be given to current siblings, though the normal academic and social requirements would need to be met and the view taken that the child would flourish at Common Entrance.

Children entering Feltonfleet through the Pre-Prep will be expected to transfer to the Prep School at the end of Year 2, subject to ongoing satisfactory performance.

Please note registration is valid for entry at any point and should a child not achieve a place in the Pre-Prep, then he/she would be invited to attend our assessment for a Year 3 place.

7+ (Year 3)

Assessment at 7+ for entry into Year 3 will take place either on an allotted assessment morning, held in the second half of the Autumn Term, or where appropriate if there are places available on the next most convenient opportunity. The admissions assessment will focus on:

- assessments in literacy and numeracy, based on the relevant key stage;
- assessment of the candidate's Reasoning ability;
- transfer reports and the most recent report from the present school;
- observation of individual and group activity in the company of other candidates, and where appropriate with existing Feltonfleet children;
- out of class interests and talents;
- an informal interview with the Headmistress or the Head of Lower School.

11+ (Year 7)

Assessment at 11+ for entry to Year 7 takes place on an allotted assessment morning, held in the second half of the Autumn Term or where appropriate on the next most convenient opportunity. The admissions assessment will focus on:

- assessment in literacy and numeracy, based on the relevant key stage;
- assessment of the candidate's Reasoning ability;
- observation of individual and group activity in the company of other candidates, and where appropriate with existing Feltonfleet children;
- transfer reports and the most recent report from the present school;
- out of class interests and talents;
- an interview with the Headmistress.

Other Entry Points

Pupils wishing to enter at other entry points will be invited in for a Taster Day. The Taster Day comprises:

- spending time with the applicant's current year group;
- assessment in literacy and numeracy, based on the relevant key stage;
- assessment of the candidate's Reasoning ability;
- transfer reports and the most recent report from the present school;
- out of class interests and talents;
- an informal interview with the Headmistress, Deputy Head or another senior member of staff (in the case of entry up to Year 4, this would be the Head of Lower School).

The School will not assess any child where the parents have not registered and paid the registration fee in full beforehand.

Related Procedures

If, after careful and sensitive assessment of an individual's application to the school, the decision is reached that progression through the school is inadvisable and likely to be to the detriment of the child and/or make demands of the school's teaching resources that cannot reasonably be sustained, the Headmistress reserves the right to decline an application. Any such decision would be made in accordance with the school's obligations set out in the Equality Act 2010.

Transfer from Pre-Prep to the Prep School is subject to on-going satisfactory performance and is not dependent on the Year 2 assessment taken in November.

Whenever possible a space will be found for the children of newly appointed colleagues.

Where circumstances allow, the school may make it possible for a class to exceed the preferred maximum size (22 pupils per class) to accommodate a colleague's child. This may also be facilitated in extraordinary circumstances, where it is deemed to be in the best interests of the children involved. In such circumstances, staffing will be increased and adjusted to best serve the class sizes.

Feltonfleet seeks to recruit children who will stay with us until 13+. However, we will do everything possible to prepare a child for 11+ exams, if that becomes the path the parents wish to choose for a pupil.

The school asks for every possible support, encouragement and co-operation from parents in endeavouring to ensure that their child has acquired the social and personal skills, alongside the emotional control and adjustment, to enable him or her to adapt to and manage the routines, requirements and social interactions of Feltonfleet life. Feltonfleet School recognises the successful education of a child is best achieved when

the school and home form a partnership, with both providing on-going, positive and appropriate encouragement.

Siblings

Feltonfleet has a close family feel and we wish to support that by welcoming siblings wherever we possibly can. Where all factors are equal, a sibling would gain preference over another applicant. However, where a sibling is academically weak to the extent of our being concerned that he/she might not cope academically, a place cannot be guaranteed.

When An Offer Is Made

When an offer of a place is made, it asks for an answer by a set date and comes with an invoice for the Admissions Deposit (which is non-refundable). Payment of the Admissions Deposit secures a child's place.

Special Educational Needs

Feltonfleet School welcomes applications from pupils with special educational needs (SEN) and disabilities. Feltonfleet, however, does not have the resources of a 'special needs' school and the number of places for children with SEN/disabilities is limited by the ability of the school to accommodate them successfully, while at the same time continuing to cater well for the other children.

We welcome pupils with SEN/disabilities, providing that our Learning Enrichment Department can offer them the support that they require (there may be an additional charge for this support). In appropriate cases we will work with the local authority to ensure the best support may be provided. Allowances are made for those with Specific Learning Difficulties (such as dyslexia) and it is important that the school is made aware of any Specific Learning Difficulty when making an application. Full disclosure is requested from parents if their child has been professionally assessed in respect of any additional learning needs. Failure to disclose a learning need may result in the school being unable to offer an adequate level of support. A parent will be expected to provide supporting evidence, such as an Educational Psychologist's report and this should be submitted well in advance of any assessment. A separate report may also be requested from the Special Educational Needs Co-ordinator (SENCo) of a candidate's current school. The school reserves the right to decline applications for pupils when our resources are insufficient to support special educational needs and/or disabilities.

Failure to disclose relevant information may lead to Feltonfleet School being unable to make adjustments which can be reasonably made and lead to the withdrawal of any offer.

Fluency in English

In order to cope academically and socially at Feltonfleet pupils must be fluent English speakers. There is a limited amount of support available for pupils for whom English is an Additional Language.

Bursaries

Parents of prospective pupils, as well as those of existing pupils, can apply for a bursary. Means tested bursaries are awarded up to 100% of day fees to pupils who might not otherwise be able to benefit from an education at Feltonfleet.

On application, the Bursar will send you forms to complete and after you have completed and returned them, a small number of Governors will ask to meet with you to discuss your application. The process remains confidential.

Internal Scholarships

A small number of internal scholarships are awarded to children demonstrating particular promise in academic areas, art, dance, design technology, drama, music, sport or as all-rounders.

Scholarships are given annually starting in Year 7 to those children who, on the recommendation of Subject Leaders, have consistently shown unusual ability and application. Scholarships can be awarded at any stage during Year 7 and 8.

Exclusions

Please refer to page 6 of our Behaviour Policy for details on fixed-term and permanent exclusions.

Complaints

Should you wish to raise any complaint about Feltonfleet's admissions process, copies of the complaints procedure can be found on our website or sent to you on request.

Shelley Lance
Headmistress

Jackie Williams
Registrar