

Admissions Policy

for both the Junior School and Senior School

Version number	3.11
Name and appointment of owner / author	Jason Harrison-Miles, Director of External Relations
Review Body	SLT and Full Board of Governors
Last updated	18 th April, 2019
Reason for update	Governor review following changes to admissions procedures
Last reviewed by SLT	January 2019
Last reviewed by Governors	7 th February, 2019
Next SLT review due	November 2019
Next Governor review due	February 2020
Where available	Staff Handbook, School web-site (unrestricted area)

Admissions Policy

Authority and circulation

1. This policy has been authorised by the Governing Body of the City of London Freeman's School. It is addressed to prospective parents and pupils and to all members of the teaching and administration staff. This policy is available on a non-restricted area of the School's website and is available to inspect as a hard copy at the Gatehouse and at Junior and Senior School Receptions.

General

2. Finding the right school for your child is not always easy. At Freeman's, we know just how stressful this process can be, so we will guide you through every stage of our Admissions Journey. We believe that you need to see the school to really get to know us best and to this end, we very much hope that you and your child will visit our school. We hold a number of Open Events throughout the year, details of which are published on our website. We are also very happy to welcome prospective parents and their children at other times.

To arrange a visit, please contact the Admissions Team on 0044 (0) 1372 822423 or email admissions@freemens.org

Policy statement

3. **The aim** of this policy is:

To identify and admit children who will benefit from an academic education and who will contribute to and benefit from the ethos and activities of our school community, as set out in the School's Mission Statement and Strategic Intent. We are an academically selective school and will only admit a child who has met all the above criteria and the entrance examination requirements. The Headmaster's decision on the admission of children to the school is final.

This Policy should be read in conjunction with our Right to Study Checks Policy and Safeguarding Policy, especially in respect of Children Missing Education.

4. **Compliance.** City of London Freeman's School is committed to ensuring that the admissions register is maintained in accordance with *Education (Pupil Registration) (England) Regulation 2006*.

5. **Review.** This policy is reviewed annually by Jason Harrison-Miles and any changes discussed by the School's Senior Leadership Team. It is submitted annually to the Board of Governors for discussion, comment and/or approval.
6. **Complaints:** Any complaints regarding an admissions decision of the School may be dealt with using the procedures set out in the School's Complaints Policy, which is also available on the School website and through the Admissions Office.
7. **Equal Treatment:** We welcome children from many different ethnic groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our school community and the rights and freedoms of others. All candidates for admission will be treated equally, irrespective of their, or their parents', race, colour, language, religion, political or other opinion, national or social origin, sexual orientation, gender identity, property, birth or other status.
8. **Disability and Special Educational Needs:**

The School does not treat disabled pupils less favourably. It takes reasonable steps to avoid putting disabled pupils at a substantial disadvantage in matters of admission.

The School has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under the *Special Educational Needs Code of Practice* (2014) in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.

It is important that parents take responsibility for making the School aware of any known disability, Special Educational Need or Educational Psychologist's Report which may affect a child's ability to take full advantage of the education provided at the School. Parents of a child who has any disability or Special Educational Needs should provide the School with full written details at registration.

The School needs this information so that, in the case of any child with particular needs, we can assess those needs and consult with parents about the adjustments which can reasonably be made to cater adequately for the child's needs both during the admission process and if an offer of a place is made.

It is important for the School to be provided with any Educational Psychologist's Report(s) that have been written in order that a full assessment of support structures needed for an individual child are considered.

If a Special Educational Need or a disability is only declared after registration or admission despite the parents being aware of it before then, the School is unable to guarantee that the necessary support can be given.

9. **Sibling Policy:** Many siblings join us at City of London Freeman's School. However, admission is not automatic, and there may be occasions where we judge that a sibling is likely to thrive better in a different academic environment.
10. **Immigration:** We have in place processes to identify those pupils who will be subject to immigration control, whether they are sponsored by us under Tier 4 or have limited leave to remain under a different immigration category.
- 10.1. Initial indications as to each prospective pupil's immigration status are obtained through our admissions process by way of specific questions about the pupil's nationality and immigration status in the School's registration form.
- 10.2. The School specifically requests all prospective pupils to disclose and provide evidence (such as a copy of their passport and Biometric Residence Permit (BRP)¹) in relation to:
- (a) nationality;
 - (b) whether they require sponsorship by us under Tier 4 if they are a non-EEA / non-Swiss national; and
 - (c) if not, the basis on which they are entitled to study in the UK, e.g. they have been issued a visa as the dependent child of someone with limited leave to remain in another immigration category.
- 10.3 The School reserves the right to request further information about a prospective pupil's immigration status and to share that information with UKVI. We will request further information if we are uncertain about a prospective pupil's immigration status or if information submitted by the pupil or parent indicates that they might be subject to immigration control (for example, if non-EEA / non-Swiss correspondence addresses are provided).
- 10.4 Where a non-EEA or non-Swiss pupil has entered, or is to enter, the UK under a non-Tier 4 category (for example, as a Tier 2 dependant), in addition to the prospective pupil's documents, we also ask that parents provide a copy of their passport and BRP². The School reserves the right to request further information about the immigration status of the parent(s) of a prospective pupil and to share that information with UKVI. We will request further information if we are uncertain about the immigration status of the parent(s) of a prospective pupil.
- 10.5 The School reserves the right to request further information about a prospective pupil's immigration status and to share that information with UKVI.

¹ Pupils who do not have a BRP at the time of application will still be required to show their BRP to staff at enrolment so it can be checked and a copy taken.

² Pupils whose parents do not have their BRP at registration will be required to provide a photocopy of it at enrolment.

- 10.6 A Tier 4 sponsor must also provide details of any third party, in the UK or another country, which has helped us to recruit international students. We will report details of all agents who have successfully introduced students to the school on an annual basis.

Procedures

11. Registration and Acceptance:

- 11.1. Registration: Parents are required to complete a Registration Form and pay a non-refundable registration fee of £100.00 for UK students or £150.00 for overseas students normally by the 15 October prior to the year of their child's entry. All candidates registered by the published deadline are examined and considered on their merits, irrespective of the date of their registration.
- 11.2. At the end of the admissions cycle, the outcome of the application for candidates is sent to parents. This outcome will be one of the following:
- An offer of a place;
 - An offer of a reserve place;
 - No offer of a place.
- 11.3. An offer of a place, or otherwise, is made to parents on the dates published. For 11+, this date is agreed by many London independent schools. At 16+, offers are sent on a date which reflects HMC guidelines. The offer of a place at 11+ will confirm whether or not any application for a Scholarship and/or a bursary that has been successfully applied for. The School is not obliged to disclose its reasons for these decisions.
- 11.4. In order to take up the offer of a place, parents must sign an Acceptance Form, complete medical forms, including a declaration of any allergies and food intolerances, and pay a non-refundable deposit as shown on the Fees List. The Acceptance Deposit will be partially set against the first term's fees and the balance of the deposit will be repaid by means of a credit without interest less any sums owing to the School on leaving. Until credited, the Deposit will form part of the general funds of the School. By signing the acceptance form, parents (or guardians) agree to comply with the School's Terms and Conditions and the School's Rules and Regulations, both of which accompany the offer of a place. These may be varied from time to time, and parents will receive updated documents as appropriate. If any parent provides inaccurate, incomplete or untruthful information as part of the registration and admissions process, the School has the right to withdraw the offer of a place at any point up to the time when the candidate joins the School, even after the offer has been accepted. Candidates who have shown potential in the entrance examinations and at interview may be made an offer of a reserve place. Should a vacancy arise, this

may be offered to a candidate who holds an offer of a reserve place³. We will write to all candidates who hold an offer of a reserve place when it is clear to us that all places in the relevant year group are taken, and that an offer of a place will not be made.

- 11.5. Except in special cases, entry to the School is in September only.
- 11.6. From the beginning of the first day on which the school has agreed or been informed that the student will attend the school, an entry will be made in the school's admissions register in line with the Education (Pupil Registration) [England] Regulations 2006. The inclusion /deletion from the register is done according to the Education (Pupil Registration) [England] Regulations 2006.

12. Admissions procedure:

- 12.1. The aim of our admissions process is to identify potential. We are 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 sport, music, drama, art and community activities. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.
- 12.2. No specific preparation for the entrance tests is needed. All candidates should start on an equal footing, with identical opportunities to display their academic aptitude and extra-curricular skills.
- 12.3. The results of the assessments are not discussed with the parents or made public. We regret, given the large number of applicants, that we are unable to give feedback on assessment results.
- 12.4. **Entry points:** These procedures apply at the four main points of entry:
 - 7+ (Year 3)
 - 11+ (Year 7)
 - 13+ (Year 9)
 - 16+ (Year 12)

A child's age is reckoned as on 1 September of the year of desired entry. These age-limits are not inflexible, and we may offer a place to a child who is slightly over or under age, at the Head's discretion, if it is in the interests of the pupil and the School. There is no regular entry at other ages, but occasional vacancies arise, and parents should contact the Admissions Team at the earliest possible opportunity to discuss any application proposed outside the regular points of

³ Please note that the requirement for fees in lieu of notice is unaltered by whether or not a vacancy is filled in this way.

entry. Children are not usually admitted to Upper 5 (Year 11) or Upper 6 (Year 13).

12.5. **Entrance assessments** are set by the School. These are as follows:

- At 7+ candidates take assessments in English, Mathematics and Non-Verbal Reasoning to be sat in January of Year 2;
- At 11+ candidates take assessments in English, Mathematics, General Knowledge, a short written paper in English and a Non-Verbal Reasoning paper to be sat in November of Year 6;
- At 13+ candidates take assessments in English, Mathematics and General Knowledge, as well as a short written paper in English to be sat in November of Year 8. Screening tests for 13+ entry are held in November of Year 6 or Year 7; these candidates will be required to gain at least 60% on the Common Entrance Examination.
- At 16+ candidates are admitted on the basis of likely performance in GCSE/IGCSE or equivalent examinations; we require a minimum of 55 points across 10 GCSE subjects. We will only accept grade 5 and above in all subjects and pupils must meet the subject specific requirements for their subject choices at A level. A Drama grade will be converted. Students who are not taking eight or more GCSEs will need to take assessments in English, Mathematics, General Knowledge and non-verbal reasoning and the A Level subjects they intend to study. Some subjects have specific course requirements for study at A Level which must be satisfied.

12.6. The results of the assessments are not discussed with the parents or made public.

12.7. **Interviews**

Interviews are a key part of the admissions process.

- At 7+, all children at this age group are asked to come for interview on a weekday soon after the entrance tests. At interview the children will be asked to read aloud from a passage selected by the School, answer questions on this passage, and to converse about their interests, likes and dislikes. The interview will be approached as a conversation and not simply as a question and answer session.

- At 11+ and 13+, most candidates will be invited for interview based on their results of their assessments in November and the report from their current school. Interviews will take place in January. Applicants will be invited to a 30 minute individual interview and a series of group-based activities lasting up to one hour.
 - At 16+, candidates will be invited in for an interview usually with the Head of Sixth Form or other suitable trained staff in November.
 - Interviews are usually held with a member of the Senior Leadership Team or other suitably trained staff. These may be over Facetime, Skype or equivalent if necessary.
 - All individual interviews are designed to explore a candidate's intellectual and personal qualities, his or her interests and aptitudes.
- 12.8. **A confidential report** from the Headteacher of the current school will be requested, which covers the candidate's academic ability, attitude and behaviour, involvement in the school community, talents and interests, and any other special circumstances such as special education needs, or a disability. The reference may also include the results of tests taken at the school (such as NFER or SATs) and predicted grades at GCSE (if appropriate)
- 12.9. We may also consider gender when trying to balance out classes and/or spaces in the Boarding House.
- 13. Scholarships and Bursaries:**
- 13.1. Academic and Music Scholarships are available at 11+ (Year 7), 13+ (Year 9) and 16+ (the Sixth Form).
- 13.2. Academic and Music Scholarships are awarded for a combination of excellence and flair. They should not be seen as a financial reward although there is currently a nominal 5% financial reduction on the School Fee. Rather, a Scholarship comes with an invitation to join an enrichment programme. Pupils can apply for a Scholarship at 11+, 13+ and 16+ but would only be awarded a Scholarship at one of these entry points if successful.
- 13.3. At 11+ , 13+ and 16+ Academic Scholarships are awarded on the basis of the entrance assessments, scholarship examinations and interviews. In all cases, a report is sought from the candidate's current school. Interviews for academic scholarships take place with the Headmaster and/or the head of the scholarship enrichment programme.

- 13.4. Music Scholarships are awarded on the basis of an audition and interview. Candidates must satisfy the School's normal academic entry requirements.
- 13.5. Pupils will only be awarded one Scholarship in either area though a Music Scholar can be invited to join the academic enrichment programme and an Academic Scholar can join the music enrichment programme.
- 13.6. From 2020 onwards, Academic and Music Scholars will be re-assessed when they reach U5 (Year 11) to assess whether their award will be continued to the Sixth Form.
- 13.7. Candidates who take up 11+ and 13+ Music Scholarships from September 2020 onwards will be expected to study GCSE Music as a condition of retaining the Award.
- 13.8. Candidates who take up 16+ Music Scholarships from September 2020 onwards will be expected to study A Level Music as a condition of the Award.
- 13.9. The Bhargava Award is a 'Women in STEM' initiative, which is only open to female pupils applying for entry into the Sixth Form to study Mathematics with a view to studying Mathematics or related disciplines at university. The student must live within fifteen miles of the school (KT21 1ET) in keeping with the links with Ashted and Leatherhead of Mrs. Bhargava, who donated the award. Applicants must currently attend a maintained sector school or academy. Preference will be given to students whose families could not otherwise afford full school fees.
- 13.10. Bhargava Award applicants will need not only to meet the criteria for the award, but also to achieve the entrance requirements for Freeman's Sixth Form. We will ask students to complete a questionnaire detailing why they wish to study Mathematics and/or other STEM subjects at A Level and beyond; students should also expect to be interviewed by relevant members of teaching staff. Furthermore, all applicants' families will need to be means-tested.
- 13.11. Bursaries are given on the basis of need, permitting access to a Freeman's education which would otherwise not be available. The School's Outreach and Partnerships Officer is the first port of contact for information regarding bursaries. Bursary applications are subject to a thorough but confidential means-testing and are awarded to pupils who add substantial value to the School or in cases of unexpected hardship where continuity of education is necessary. Candidates awarded a Scholarship can of course be means-tested for bursary support.
- 13.12. The School currently offers Foundation Scholarships to children (normally between the ages of nine and eleven years of age) of deceased Freeman of the

City of London. These Scholarships are available to new and existing pupils who have satisfied the normal admission requirements, are means-tested bursaries and will only be awarded in accordance with the relevant Regulations for Admission and Maintenance of Foundation Scholars.

13.13. It is an expectation of all Scholars that they set the highest standards and examples to others. Scholarship awards can be withdrawn in the case of declining standards, enthusiasm or poor discipline.

14. **Special circumstances:** We recognise that a candidate's performance may be affected by a disability or specific learning difficulty, or exceptional circumstances such as illness, and ask parents to contact us with any details so that we can consider what steps to take in the examination and/or interviewing process.

In any of these cases, we may request further information such as a medical certificate or an educational psychologist's report and any associated correspondence or details from the pupil's current school.

15. **Disclosures:** Parents must disclose any particular known or suspected circumstances relating to their child's health, pastoral well-being, allergies, food intolerances, disabilities or learning difficulties prior to the examination process.

16. Procedures for the Administration of the Admissions Register

City of London Freeman's School acknowledges its responsibility to administer its admissions register in line with the Education (Pupil Registration) [England] Regulations 2006 and the statutory guidance *Children Missing Education* September 2016.

The register is kept in electronic format on the servers in the IT office and the date and name of the last person to make an amendment to any record is recorded by the Management Information System. The register is kept for a minimum of three years. Proper provision is made for back up and a stored version of the register is made electronically each month and is accessible via the Management Information System. In addition, we can provide an electronic register and a print-out of the register, after a correction has been made, to distinguish clearly between the original entry and the correction. The person responsible for administering the admissions record at City of London Freeman's School is the Admissions Officer.

The School's admission register includes:

- a. name in full;
- b. gender;
- c. name and address of every person known to the proprietor to be a parent and/or carer of the pupil (and an indication of the parent/guardian with whom the pupil normally resides and which parents hold parental responsibility);

- d. at least one telephone number at which the parent can be contacted in an emergency;
- e. day, month and year of birth;
- f. day, month and year of admission or re-admission to the School;
- g. name and address of the school last attended, if any;
- h. an indication of boarding or day attendance.

The name of a pupil is included in the School's admissions register from the beginning of the first day on which the School has agreed, or has been notified, that the pupil will attend the School. If a pupil fails to attend on the agreed or notified date, the Admissions Department undertakes reasonable enquiries to establish the child's whereabouts. In addition, if, five days after the pupil was due to start at City of London Freeman's School, the Admissions Department has not been able to establish which school the pupil is now attending, it immediately informs the Designated Safeguarding Lead, who in turn immediately informs Surrey County Council. The School informs the local authority (Surrey County Council) within five days of a child being added to the admissions register. In these instances, the local authority is provided with all the information held within the admission register about the pupil.

The School's admission register is accurate and kept up to date. We regularly encourage parents to inform us of any changes whenever they occur, through existing communication channels such as the Pupil Data Sheet (sent at the beginning of the academic year asking parents to confirm / correct the information that we hold on them and their children).

Where a parent notifies the School that a pupil will live at another address, the following are recorded in the admission register:

- a. the full name of the parent with whom the pupil will live;
- b. the new address;
- c. the date from when it is expected the pupil will live at this address.

Where a parent of a pupil notifies the School that the pupil is registered at another school or will be attending a different school in future, the following are recorded in the admission register:

- a. the name of the new school;
- b. the date when the pupil first attended or is due to start attending that school.

The Admissions Officer informs the local authority (where the School is situated- i.e., Surrey County Council) before a pupil's name is deleted from the admissions register for the following reasons:

- the child has been taken out of school to be home educated
- the family has apparently moved away
- medical reasons
- the child is in custody for more than four months
- the child has been permanently excluded or has been withdrawn by parents owing to risk of exclusion

- we do not know which school the child is attending on leaving City of London Freeman's School (in which case the local authority in which the pupil lives is also informed)
- the child is leaving the School at a non-standard transition point⁴

In these instances, the following information is provided to the local authority:

- a. the full name of the pupil;
- b. the full name and address of any parent with whom the pupil lives;
- c. at least one telephone number of the parent with whom the pupil lives;
- d. the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
- e. the name of pupil's destination school and the pupil's expected start date there, if applicable; and
- f. the ground in Regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 under which the pupil's name is to be removed from the admission register⁵

The Admissions Officer informs the Designated Safeguarding Lead of any pupil leaving the School other than those leaving for university who have turned 18, together with the stated reason for their leaving. This enables the DSL to forward any safeguarding file to the pupil's new school.

Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil is removed from the admission register only once the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause. The Designated Safeguarding Lead is the person responsible for contributing to such joint enquiries.

Where a pupil of compulsory school age is registered at more than one school, his/her name will only be deleted from the admissions register of City of London Freeman's School when he/she has ceased to attend and where the proprietor of any or every other school at which the pupil is registered gives his/her consent, (except where the pupil has died, been permanently excluded or is of no fixed abode).

The name of a pupil who is detained in pursuance of a final court order or order of recall will only be deleted from the register where that order is for a period of not less than four months and where City of London Freeman's School does not have reasonable grounds to believe that the pupil will return to School at the end of that period.

⁴ Non-standard transition points in this context are all points other than the end of Upper 6 (Year 13).

⁵ Given that we are an independent school, this ground will typically be ground (I), namely that he/she "has ceased to be a pupil of the school"