

Admissions Policy

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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 Debbie Bellenger 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 reassignment, gender identity, property, birth or other status.

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 a Child Student Visa (formerly known as 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 a Child Student Visa (formerly known as Tier 4) if they are not a UK or Irish national; and
 - (c) if not, the basis on which they are entitled to study in the UK, e.g. they have pre-settled or settled status under the EU Settlement Scheme; they have leave to remain in the UK as the dependent child of a parent who holds a British National (Overseas) visa; 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 an address is provided from outside of the UK).
- 10.4 Where a pupil has entered, or is to enter, the UK under a category other than Child Student Visa (formerly known as Tier 4) (for example, as a BNO or 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.

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.

- 10.5 The School reserves the right to request further information about a prospective pupil's immigration status and to share that information with UKVI.
- 10.6 A Child Student Visa 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

Registration and Acceptance:

- 11.1. Registration: Parents are required to complete a Registration Form and pay a non-refundable registration fee of £200.00 normally by 1 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. At 16+, offers are sent on a date which reflects the Independent Schools Code of Practice. The offer of a place will also confirm whether or not any application for a Scholarship and/or a bursary has been successful. 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.

Admissions procedure:

- 11.7. 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.
- 11.8. 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.
- 11.9. The results of the assessments are not discussed in detail with the parents or made public. Decisions may be discussed with your child's current school, although these discussions will remain confidential between the two schools.
- 11.10. **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

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.

arise, and parents should contact the Admissions Team at the earliest possible opportunity to discuss any application proposed outside the regular points of entry. Children are not usually admitted to Upper 5 (Year 11) or Upper 6 (Year 13).

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

- At 7+ candidates take written assessments in English, Mathematics and Non-Verbal Reasoning. For most candidates these assessments will take place during the Autumn term of Year 2;
- At 11+ candidates take written assessments in English, Mathematics, and Non-Verbal Reasoning ; they also take part in some assessed small group activities. For most candidates these assessments will take place during the Autumn term of Year 6.
- At 13+ candidates take written assessments in English, Mathematics and Non-Verbal Reasoning; they also take part in some assessed small group activities. For most candidates these assessments will take place during the Autumn Term of Year 8.
- At 16+ candidates are admitted on the basis of likely performance in GCSE/IGCSE or equivalent examinations; we require a minimum of 8 GCSE/IGCE passes at Grade 6 and above and a minimum average point score across all subjects of 6.5. Candidates must also meet the published subject-specific requirements for their subject choices at A level. Candidates must be able to offer GCSE/IGCSE English; we will not consider GCSE/IGCSE English as a Second Language. Students who are not taking 8 or more GCSE/IGCSE will be required to take written assessments in English, Mathematics, and Non-Verbal Reasoning.

11.12. The results of the assessments are not discussed in detail with the parents or made public.

Interviews:

11.13. Interviews are a key part of the admissions process.

- At 7+, all children will have a short interview on the day of assessment, or at a time to be arranged for overseas candidates. 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+, all candidates will have a short interview on the day of assessment, or at a time to be arranged for overseas candidates.
 - At 16+, all candidates will be invited for interview. Interviews will be conducted by a member of the Senior Leadership Team or other senior Sixth Form staff members. Interviews for overseas candidates, or those who do not live locally to the School may be conducted remotely over Teams.
 - All individual interviews are designed to explore a candidate's intellectual and personal qualities, interests and aptitudes.
- 11.14. **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 Educational Needs or Disabilities (SEND). The report may also include the results of tests taken at the school (such as NFER or SATs) and predicted grades at GCSE/IGCSE (if appropriate). We will not confirm any offer a place unless and until a report from the current school has been received.
- 11.15. We may also consider the sex of pupils when trying to balance out classes and/or spaces in the Boarding House.
- 12. Scholarships and Bursaries:**
- 12.14. Academic and Music Scholarships are available at 11+ (Year 7), 13+ (Year 9) and 16+ (Sixth Form).
- 12.15. Scholarships are awarded in recognition of excellence, achievement and potential in academic study or music. They carry considerable prestige for the award holder, but are of limited financial value (currently a nominal 5% financial reduction on the annual School Fee). Music Scholars will also receive free tuition in one instrumental study. Music Exhibitions are also awarded, offering free tuition in one instrumental study, but no discount on fees.
- 12.16. Scholarships awarded at 11+ or 13+ are tenable until the end of U5 (Year 11). Scholars will be re-assessed when they are in U5 (Year 11) to assess whether their award will be continued into the Sixth Form. Scholarships awarded at 16+ are tenable for the two years' of A level study.
- 12.17. At 11+ and 13+, selected candidates will be invited to sit the Academic Scholarship examination based on performance in the entrance assessments.

Candidates who perform sufficiently well in the scholarship examination will be further invited for interview with the Headmaster and Head of Scholars.

- 12.18. At 16+, candidates may apply directly to sit the Academic Scholarship examination. Candidates who perform sufficiently well in the scholarship examination will be further invited for interview with the Headmaster and Head of Scholars. Candidates must also fulfil general Sixth Form entry requirements.
- 12.19. Pupils in receipt of an Academic Scholarship will be offered a specific programme that recognises their ability and will challenge them to broaden their educational horizons and develop their critical thinking skills.
- 12.20. Music Scholarships are awarded on the basis of an audition and interview with the Director of Music. All candidates must satisfy the School's normal academic entry requirements.
- 12.21. Pupils in receipt of a Music Scholarship or Music Exhibition will, in addition to being key members of the School's larger ensembles, take part in a music enrichment programme, offering a unique opportunity to broaden their musical horizons under expert guidance and frequent performance opportunities.
- 12.22. Pupils in receipt of a Music Scholarship awarded at 11+ or 13+ will be expected to study GCSE Music as a condition of retaining the Award.
- 12.23. Although pupils may be awarded both an Academic and a Music Scholarship, either on entry to or during their time at the School, only one 5% remission of fees will be granted to any individual pupil.
- 12.24. 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.
- 12.25. 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.
- 12.26. 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 be required to undergo a test of financial means.

- 12.27. The School offers a number of bursaries each year to assist parents who might not otherwise be able to consider a Freeman's education for their children. Bursary awards are subject to means-testing and take into consideration your child's performance in our entrance examinations. Candidates wishing to apply for a bursary award should indicate this on their registration form. Our Admissions Department will then send further information regarding the bursary application process. Bursary applications must be received by the published deadline (usually 1 October in the year prior to entry). We are unable to consider applications received after this date.

Bursary applications will be assessed by an independent company appointed by the School. They will review your financial declaration and documentary evidence, and will also carry out a home visit, before submitting a confidential report to us. The School's Bursary Committee will then review all applications and allocate awards according to need, dependent upon the funds available.

- 12.28. 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. Foundation Scholarships are subject to financial means-testing and will only be awarded in accordance with the relevant Regulations for Admission and Maintenance of Foundation Scholars.

13. **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.

14. **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.

15. 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 Head of Admissions.

The School's admission register includes:

- a. name in full;
- b. sex;
- 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 Head of Admissions 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

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"

The Head of Admissions 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 or college.

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.