



### 1. Introduction

- 1.1 This policy is authorised by the St Faith's Governors. It is addressed to prospective parents and pupils and to all members of St Faith's School staff.
- 1.2 The Headmaster is responsible for admissions and the operation of this policy.
- 1.3 The aims of this policy are:
  - i. To ensure compliance with the School's charitable purposes.
  - ii. To identify and admit applicants whose academic and other abilities appear to match the ethos and standards of the School, and who will contribute to and benefit from the ethos and activities of the School community.

### 2. Admissions Policy

- 2.1 Our policy is to be as inclusive in our admissions criteria as is consistent with the maintenance of our academic standards within a co-educational environment.
- 2.2 The policy is designed to enable the School to sustain the confidence of the parents of high-achieving children while continuing to value breadth of intake where the availability of places permits this.
- 2.3 Our aim is to balance this inclusive admissions procedure with the need to ensure that all pupils receive their entitlement to unimpaired learning. Academically and socially, the pupils must be able to thrive and their behaviour must not be detrimental to the progress of others.

### 3. Scholarships

- 3.1 Academic Scholarships are offered to children entering Year 3, and are open to both internal and external candidates.
- 3.2 There is no formal application procedure; children who perform to the highest standards in the entry assessment will automatically be invited to sit the Scholarship papers.
- 3.3 The awards are tenable for six years from Year 3 and their values are between 10% and 30% of the appropriate age fee.

### 4. Bursaries

- 4.1 St Faith's offers a limited number of means-tested bursaries to support new pupils to the School where parental means would be insufficient to meet the fees in their entirety. Bursaries, on a sliding scale, are awarded to pupils who we believe will gain most from a St Faith's education, and who will contribute fully to the life of the School.
- 4.2 Bursary applications for Years 3-8 must be submitted with all required supporting documentation by 31 October in the year prior to admission. Decisions regarding Bursaries will be communicated at the same time as academic decisions.
- 4.3 A Bursary application will not be accepted if a Pupil Application Form has not been submitted.
- 4.4 Bursary applications will not be accepted for new pupils where the offer of a place has already been accepted and a deposit has been paid.
- 4.5 Exceptionally, Bursary applications will be accepted for children applying for places in Pre Prep. These applications must be received by the School by 31 March in the year prior to entry and decisions will be communicated by the end of the Summer Term in the year prior to entry.

## 5. Admissions Procedures

- 5.1 Summary: Our admissions procedure has up to four elements:
- i. Competitive entry tests;
  - ii. References;
  - iii. Visit to nursery setting (if applicable);
  - iv. Parental visit to the School (subject to Covid-19 restrictions)
- 5.2 Entry Points: The main points of entry to the School are at:
- i. 4+ into Foundation in the Pre Prep and a small number into Years 1 and 2
  - ii. 7+ into Year 3 in the Prep School and occasional places in Years 4, 5 and 6
  - iii. 11+ into Year 7 in the Prep School.
- 5.3 Entry to Foundation (4+)
- i. The School accepts about 50 children into Foundation, and offers will start to be made approximately 14 months prior to entry.
  - ii. Priority consideration will be given to children who have siblings already in or due to start at the School, children of staff teaching at or who are about to take up appointments at either of the Foundation's schools, and to the children of Old Fidelians (former pupils). The admission of such children from the application list will be conditional on their fulfilling the other requirements for entry as set out herein.
  - iii. Further places will then be offered on the same terms (provided always that the parents have visited the School as part of the admissions process – subject to Covid-19 restrictions). We will, where possible, meet younger children in their current nursery setting as part of our admissions procedure.
- 5.4 Admission at Year 3 (7+)
- i. The School accepts around 14 children into Year 3. The procedure involves the submission of an Application Form and fee by the published deadline of 30 November in the year prior to admission.
  - ii. Children will be asked to come into School for a morning to complete various tests, including English and Maths, and to be informally assessed by some of our teachers and by the Head of Pre Prep. The purpose of these assessments is to ensure that the School admits children whose academic potential matches or exceeds that of the children joining Year 3 from the School's Pre Prep.
  - iii. A satisfactory report from a child's current school will be required prior to the sitting of the entrance tests. The Head of the applicant's current school will typically be asked to comment on academic ability, attitude and behaviour, and talents and interests.
- 5.5 Admission to other Year Groups
- i. Children are admitted to other year groups in the School according to criteria similar to those described in the preceding paragraphs.
  - ii. We are happy to admit children to other year groups where places are available, provided the overall number of children in the School does not exceed the permitted number.

## 6. Waiting Lists

- 6.1 Applicants who fulfil the entrance requirements but who are unable to be offered a place due to a lack of available spaces will be placed on a waiting list for the relevant Year group.
- 6.2 The waiting lists remain applicable up until the start of the summer term; at this point it will become possible to roll the application over to a future year, if desired.
- 6.3 Whilst we are happy to accept applications from previous applicants it is not possible to roll over unsuccessful applications; a fresh application form and fee must be submitted.

## **7. Disability and Special Educational Needs**

- 7.1 We will do all that we reasonably can to accommodate the needs of children with disabilities, subject to the resources and facilities that are available at the relevant time.
- 7.2 Parents of a child who has a disability or special educational needs should provide the School with full written details prior to the time of application. We need this information so that we can assess whether we can accommodate the child's needs and make any reasonable adjustments.
- 7.3 The School employs a staff of qualified and experienced learning support teachers whose responsibility it is to help children who need support. We reserve the right to withdraw an offer of a place, even if such an offer has been accepted and a deposit received, if we subsequently judge that a child's educational needs are such that specialist help beyond that which is available at St Faith's will be required, or if we judge that they are not ready for the structured environment of the classroom they would be joining.
- 7.4 If special educational needs or a disability become apparent to the School after admission, the School will consult with the child's parents.

## **8. Children whose first language is not English**

- 8.1 St Faith's admits children whose first language is not English. The admission of children whose general ability is clear will be based on our judgement of their linguistic capacity to access the curriculum.

## **9. Applicant's age**

- 9.1 In exceptional circumstances we may offer places to pupils one year ahead or behind their standard year group, if in our professional judgement this would be in the best interests of the child.

## **10. Diversity**

- 10.1 No applicant will be treated less favourably during the application process or during assessment on the grounds of their skin colour, race, nationality or ethnic or national origin, gender, religious faith, disability, or socio-economic group.

Nigel Helliwell  
**Headmaster**

The *Admissions Policy* should be read in conjunction with the School's *Accessibility Policy*, which is available to download from our website.

