



# FRANCIS HOLLAND SCHOOL REGENT'S PARK

**Name of Policy****Author****Committee for Review & Approval****Date of Last Revision****Date of Committee Approval****Date of Council Approval****Date of Next School Review****Date of Next Committee Review & Approval****Date of Next Council Approval****Regulation Number****Regulation Description****Admissions**

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Education

November 2015

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December 2015

September 2017

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October 2017

Part 6 (3)(a)

Particulars of the school's policy on arrangements for admissions

**Availability of this document:**

Copies of this document may be downloaded from our website <http://www.fhs-nw1.org.uk>, Firefly or are available on request from the school office, Francis Holland School, Ivor Place, London NW1 6XR.

## **Admissions**

### **Policy statement**

This document is intended to provide some guidance and further explanation, for parents, on the policies and procedures relating to admission of pupils to Francis Holland School, Regent's Park. Francis Holland is an academically selective school and pupils are offered places on the basis of the selection procedures described below.

### **Equal Treatment**

All candidates for admission to the school will be treated equally irrespective of their or their parents' race, colour, religion, nationality, ethnic origin, or social circumstances. We recognise and respect the variety of religions represented in the school community but we expect all pupils to attend school assemblies and church services, which are fundamental to our Christian ethos. The school buildings are not well suited to candidates with serious disabilities but we are committed to improvement in this area and will make every effort to accommodate a candidate with a disability.

### **Special Educational Needs and Disability**

The school will be guided by JCQ guidelines with respect to access arrangements. We will work with parents and the candidate's current school in order to make reasonable adjustments to our admissions procedure for any candidate with a special need and for whom there is appropriate evidence of need and normal way of working.

In accordance with the Equality Act 2010, the school will make reasonable adjustments to its provision to ensure that pupils with disabilities are not put at a substantial disadvantage to their peers. The nature of these adjustments will be determined in consultation with the child and parents.

### **Age of Entry**

Candidates are assessed for entry as follows:

- into Year 7 - the class for 11/12 year olds - annually in the Spring Term
- into the Lower VI - the class for 16/17 year olds - annually in the Autumn Term
- for any other year groups at other times if a vacancy should arise.

### **Entry procedures**

Summary: Our admissions policy has four elements:

- Competitive entry tests;
- One or more interviews;
- Character and academic reference from the current school;
- Disability assessments (if applicable)

### **Entry into year 7**

- Candidates will be tested in English and Mathematics. The papers will be common to other schools in Group 1 of The North London Independent Girls' Schools' Consortium.
- Candidates have two interviews. One in a group of five or six with the Head and one individual interview with a member of the interviewing team to explore matters such as the candidate's interests, attitude to the school, personal qualities, ability to

contribute to the school community, support available at home, and any relevant connection with the school.

- Applications must be received by the end of November, roughly nine months in advance of the proposed start date.

### **Entry into Year 12 (Lower Sixth)**

- Candidates take papers in the subjects they wish to take at A'level. There is also a general interview to explore matters such as the candidate's interests, attitude to the school, personal qualities, ability to contribute to the school community, support available at home, and any relevant connection with the school. There may be an option interview to explore a candidate's academic ability in a particular subject. For certain option subjects (such as Art) candidates may be asked to submit samples of their work.

### **Entry into other years**

- Candidates will normally be assessed in Mathematics and English and will be interviewed. Candidates for entry into year 8 or above may be assessed in other subjects such as French. This will depend on the candidate's educational background. There is also a general interview to explore matters such as the candidate's interests, attitude to the school, personal qualities, ability to contribute to the school community, support available at home, and any relevant connection with the school.

### **References**

The Head of the candidate's current school will be asked to provide a reference as to 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 a disability. The reference may also ask for results, or predicted results, for tests taken at, or to be taken at, school e.g. National Foundation for Educational Research or Standards and Testing Agency (SATs) tests and predicted grades at GCSE (if appropriate).

### **Candidate's age**

Very occasionally we may offer a place to a candidate one year ahead or behind her standard year group, if we consider, as a matter of professional judgement that it would be in the best interests of the pupil and the school.

### **Special Circumstances**

We recognise that a candidate's performance may be affected by particular circumstances, for example:

- if the candidate was unwell when taking the tests or has had a lengthy absence from school
- if there are adverse family circumstances such as recent bereavement
- if there is an unusual educational history such as education outside the British system
- if a candidate has a disability or a specific learning difficulty
- if English is not the candidate's first language

In any such case we may request further information, e.g. a medical certificate or a report from a suitable professional, and any associated correspondence, or samples of work and a further report from the candidate's current school. Information on special circumstances must be given to the school before or at the time of the examinations and interviews.

**Disclosure of additional information**

Parents must also disclose, as soon as possible, and certainly in advance of the publication of results, any particular known or suspected circumstances relating to the candidate's health, allergies, disabilities or learning difficulties.

**Additional Factors**

Francis Holland School is over-subscribed. If we have to decide between two or more candidates who meet our admission requirements after all appropriate allowances have been made and special consideration has been given, we may give preference to

- a candidate who already has a sister in the school
- a candidate whose parent is a former pupil of the school
- a candidate whose parent is a current member of staff
- a candidate with a particular skill, talent or aptitude
- a candidate who is a daughter of Church of England clergy

**Admissions Register**

For each pupil, the admissions register will contain:

- Name in full
  - Sex
  - Name and address of both parents, with an indication of the parent with whom the pupil normally resides.
  - At least one emergency telephone number
  - Day, month, and year of birth
  - Day, month, and year of admission or re-admission to the school
  - Name of last school attended, if any
- (Addresses of these schools are kept on a separate database)