



Admissions Policy

St. Francis' College

January 2024

Contents

1	Aims	3
2	Vision.....	3
3	Scope and application	3
4	Regulatory framework	3
5	Publication and availability	4
6	Responsibility statement and allocation of tasks	4
7	Equality, diversity and disability	5
8	Overseas Applicants.....	5
9	Procedures	5
10	Admissions criteria.....	7
11	Bursaries	8
12	Sponsored students	8
13	Training	8
14	Record keeping and confidentiality	8
15	Version control.....	9

1 Aims

- 1.1 St. Francis' College is an academically selective school for girls from Nursery to Year 13. The College accepts boys from the age of 3 months to 7 years old. Selection is based upon academic merit, which is assessed through an entry examination, and/or an interview at the school and a reference from the candidate's previous school. Our selection process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the school.
- 1.2 Students wishing to be considered for an Academic, Arts, or Sports Scholarship should apply by the December of the academic year prior to joining.
- 1.3 St. Francis' College ensures compliance with the School's responsibilities under the Equality Act 2010.

2 Vision

- 2.1 Deciding on the right school for your child is very important and we believe that a personal visit is invaluable. We very much hope that you and your child will visit St. Francis' College. We hold a number of open events in the Autumn Term and Spring Term, which gives a general introduction to the school. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times, including Meet the Head events. Please contact the school's Registrar on 01462 670511 or via e-mail at admissions@st-francis.herts.sch.uk to arrange a visit or attendance at one of our Meet the Head events.

3 Scope and application

- 3.1 The procedures set out in this policy apply at each of the main points of entry to the School and also to candidates for occasional vacancies in any other year group.
- 3.2 The procedures set out in this policy do not apply to existing pupils who are progressing through the School.
- 3.3 Prospective parents should also consult the School's terms and conditions, which are available on the website.
- 3.4 This policy should be read alongside the 'ILG Right to Study' policy, available from the School on request.

4 Regulatory framework

- 4.1 This policy has been prepared to meet the School's responsibilities under:
 - 4.1.1 Education (Independent School Standards) Regulations 2014;
 - 4.1.2 Statutory framework for the Early Years Foundation Stage (DfE, December 20233);
 - 4.1.3 Education and Skills Act 2008;
 - 4.1.4 Childcare Act 2006;
 - 4.1.5 Equality Act 2010;
 - 4.1.6 Immigration Rules HCE95;

- 4.1.7 Data Protection Act 2018 and General Data Protection Regulation (GDPR); and
- 4.1.8 SEND Code of practice: 0 to 25 years (DfE and Department of Health, January 2015).

4.2 This policy has regard to the following guidance and advice:

- 4.2.1 Children missing education (DfE, September 2016); and
- 4.2.2 Working together to improve school attendance (DfE, September 2022).

5 **Publication and availability**

- 5.1 This policy is published on the School website.
- 5.2 This policy is available in hard copy, on request, from the School office.
- 5.3 This policy can be made available in large print or other accessible format if required.

6 **Responsibility statement and allocation of tasks**

- 6.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.
- 6.2 To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Senior Deputy Head	As required, and at least termly
Monitoring the implementation of the policy, relevant risk assessments and any action taken in response and evaluating effectiveness	Senior Deputy Head	As required, and at least termly
Maintaining up to date records of all information created in relation to the policy and its implementation as required by the GDPR	Senior Deputy Head	As required, and at least termly
Seeking input from interested groups (such as pupils, staff, parents) to consider improvements to the School's processes under the policy	Senior Deputy Head	As required, and at least annually
Formal review	Head	As required, and at least every two years

7 Equality, diversity and disability

- 7.1 All candidates for admission will be treated equally, irrespective of their or their parents' race, sexual orientation, religion or belief, pregnancy or maternity, sex, gender reassignment or any disability. Candidates will also be treated equally in respect of their parents' age, sex or marital or civil partnership status.
- 7.2 The School is inclusive and welcomes applicants with disabilities and special educational needs. The School currently has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010, the Special Education Needs and Disability Act 2001 and SEND Code of Practice September 2014 in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.
- 7.3 Parents of a child who has any disability or special educational needs should provide the School with full details on registration. The School needs to be aware of any particular requirements which may affect a child's ability to participate in the admissions procedure and to take full advantage of the education provided at the School.
- 7.4 The School shall determine the reasonable adjustments that are required for the applicant based on the information provided, in accordance with the School's obligations under equality legislation. The School will consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the child and that the School can cater adequately for the child should an offer of a place be made.
- 7.5 In instances where provision is above the remit of the school's resources for example Occupational Therapy or Speech and Language, in order for the child to access the full curriculum, parents would be advised that an additional cost may ensue or support should be sought outside school.
- 7.6 The School serves a diverse community, and some pupils have English as an additional language. Pupils who are at an early stage of learning English as an additional language (i.e. those who join the School with little or no English) or who are at a more advanced stage of learning English but still below the level of competence expected within their age group, will require additional support from an EAL specialist. This extra provision is not included in the school fees.
- 7.7 Pupils in Years 1 to 6 must aim to achieve a reasonable degree of fluency in English in order to cope with the academic and social demands of the School.

8 Overseas Applicants

- 8.1 We welcome overseas pupils to study at St. Francis' College as a boarder, provided that she has a relative or legal guardian (over the age of 25 years) living in the UK with whom she can stay when the school is closed, or in the case of illness.

9 Procedures

- 9.1 Prospective parents can contact the School via email at admissions@st-francis.herts.sch.uk or via telephone 01462 670511.
- 9.2 A prospectus is available to parents on request and can either be collected in person or posted out to the prospective parents. This contains information about the School, photographs and contact details.

- 9.3 To register for a place, parents are required to complete a registration form which is available on the School's website and to pay the applicable registration fee. Pupils may be registered for entry at any time after their birth. Additionally, we kindly request copies of your child's passport, birth certificate, and immigration status (if applicable). This follows our Rights to Check policy. This is available from the School on request.
- 9.4 Prospective pupils and their parents are encouraged to attend one of the School's open mornings or are welcome to arrange a tour of the School at another time. Parents should contact the School Office to make an appointment to see the Head, the Head of EYFS or Nursery Manager as appropriate, in order to discuss their application. No child is admitted until personal contact has been made.
- 9.5 **Entry points:** The following procedures apply at each of the main points of entry (September) and also to candidates for occasional vacancies in any other year group.
- 9.5.1 Children can enter the Nursery from 3 months old. The usual points of entry for the Preparatory Department are 4 years of age for Reception and at 7 years of age for Prep 3. For the Senior School, usual points of entry are at 11+ for Year 7, 13+ for Year 9 and 16+ for Year 12. Occasionally, we may also have places at other ages. Please contact the Registrar for details
- 9.6 **Admissions procedures:**
- 9.6.1 St. Francis' College is a selective school. An assessment process will be followed prior to selection:
- (a) The aim of the process is to identify potential. St Francis' College is 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, science and community activities. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.
 - (b) No specific preparation for the entrance examination is needed. All candidates are assessed on an equal footing with identical opportunities to display their academic aptitude, along with their art, music, drama and dance skills and sporting ability.
 - (c) Assessment for Reception is based on observing informal play in small groups. Pupils in Key Stage 1 (Y1-2) will sit an English and Maths paper.
 - (d) Students entering Year 7, who have been at the College since the September of Prep V do not need to sit the entrance examinations as their abilities and progress is assessed through their work by the Head of Prep and Class Teachers in Prep V and Prep VI. Students who are new to the College, or joined later than the September of Prep V are required to sit the papers in English, Maths and Non-Verbal Reasoning. All students, regardless of entry point will have an interview with a member of the Senior Leadership Team. This is to assess enthusiasm and engagement with learning and to offer every student the chance to showcase their potential.
 - (e) Please be aware that the exception to the above is for those who are applying for an Academic Scholarship. All students, regardless of entry point,

applying for this will sit the tests in English, Maths and Non-Verbal Reasoning. Again, no specific preparation is needed for this.

- (f) All other candidates for entry (below 16+) sit papers in English, Maths and Non-Verbal Reasoning, which are designed for their age group.
- (g) The dates for the January assessment process for UK based applicants for the current academic year are published on our website, together with the dates that results are posted to families and the closing date for acceptances.

9.6.2 Our offer of places into Year 12 is conditional upon a candidate achieving a minimum of six GCSE subjects at Grade 6 or higher, with at least a Grade 6 in each of the candidates chosen A Level subjects; for some subjects a Grade 7 may be required.

9.6.3 We will offer places to candidates from our waiting list after the closing date for acceptances.

9.6.4 To be considered for admission to St. Francis' College, prospective pupils must first apply and pay a non-refundable fee of £100.00.

9.7 **Interview**

In all cases, there will be a general interview to explore the candidate's interests, attitude to school, personal qualities, ability to contribute to the School community, support available at home and any relevant connection with the School.

9.8 **Acquaint day**

The pupil will be invited to spend the day with their prospective Form Group to (informally) assess academic ability, attitude and behaviour, involvement in the School community, talents and interest, and any other special circumstances such as special education needs, or a disability.

In the case of a child presenting with additional learning needs, the School may request additional acquaint days.

9.9 **Settling days**

For Nursery applications, children will be invited to a number of 'settling sessions' prior to their entry in order that they might be familiar with the environment and their classmates before they start.

10 **Admissions criteria**

10.1 The admissions criteria are

10.1.1 satisfactory score in the admissions assessments;

10.1.2 satisfactory interview;

10.1.3 successful acquaint day;

- 10.1.4 Verifying the child's immigration status and nationality if applicable, including assessing whether the child requires sponsorship from the school to secure a visa for studying in the UK;
- 10.1.5 commitment to the College's ethos as described in the School's aims; and
- 10.1.6 ability to meet the needs of the child.
- 10.2 We reserve the right to restrict the offer of places to children who we feel can benefit from the broad and varied curriculum offered and make a positive contribution to the School community.
- 10.3 All candidates must have the legal right to live and study in the UK.
- 10.4 **Oversubscription for entry at age 4:** If the School has more applicants than places available, we offer places in the following order of priority: (1) Children of staff within the Inspired Learning Group; (2) Siblings of current or former pupils, and; (3) all other pupils in strict order of registration. Please note that admission is not automatic and the candidate must meet the admissions criteria.
- 10.5 It is assumed that pupils will automatically progress through the School, subject to them meeting the required standards of behaviour and progress.
- 11 Bursaries**
- 11.1 Bursaries are available and are means tested. Please contact the College or the College's parent company, Inspired Learning Group, for further information.
- 11.2 Students wishing to be considered for an Academic, Arts, or Sports Scholarship should apply by the December of the academic year prior to joining.
- 12 Sponsored students**
- 12.1 Families who require our sponsorship for their visa to enter the UK, will need to pay a £950 legal fee to our legal advisers. Families opting to pay the full year's fees in advance (3 terms) will have the £950 visa application legal fee associated with the Child Student Visa application absorbed by Inspired Learning Group. It's important to note that this arrangement excludes students who receive a scholarship or bursary from the school.
- 13 Training**
- 13.1 The College ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles.
- 13.2 The level and frequency of training depends on role of the individual member of staff.
- 13.3 The School maintains written records of all staff training.
- 14 Record keeping and confidentiality**
- 14.1 All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.
- 14.2 A confidential admissions record will be kept for each candidate.

14.3 Admission register

For pupils admitted to the College, the College will:

14.3.1 maintain an admission register; and

14.3.2 inform the local authority of any pupil who is going to be added to or deleted from the College's admission register at non-standard transition points in accordance with the requirements of the Education (Pupil Registration) (England) Regulations 2006 (as amended).

14.4 The records created in accordance with this policy may contain personal data. The College has a number of privacy notices which explain how the School will use personal data about pupils and parents. The privacy notices are published on the School's website. In addition, staff must ensure that they follow the College's data protection policies and procedures when handling personal data created in connection with this policy. This includes the College's Data Protection Policy and Information Security Policy.

15 Version control

Date of adoption of this policy	January 2024
Date of last review of this policy	January 2024
Date for next review of this policy	January 2025
Policy owner (SMT)	Senior Deputy Head
Policy owner (Proprietor)	Amit Mehta