



FARRINGTONS  
SCHOOL

# ADMISSIONS POLICY

Updated – February 2024

Revised by: WC/VJ

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## **Farringtons School Admissions Policy**

### **1 Introduction**

1.1 This policy has been written to detail our admissions policy and to help explain our admissions process. We hope you find this information useful; if you have any further questions, please do not hesitate to contact our School Registrar (details are below) and thank you for your interest in joining Farringtons.

1.2 Farringtons School is a co-educational independent School for pupils from ages 3 to 18 years. 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 Farringtons School. We hold a number of open events each term, which give a general introduction to the School. Details are published on our website. We are also very happy to welcome prospective parents and their children to visit by appointment. Please contact, the School Registrar (telephone 020 8467 0256 or email on [admissions@farringtons.kent.sch.uk](mailto:admissions@farringtons.kent.sch.uk)) to arrange a visit.

### **2 The Admissions Procedure**

2.1 Farringtons School is a wide ability selective school. Our selection process throughout the age range 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.

#### **2.2 Pre-Reception and Reception (EYFS)**

2.2.1 Children can be admitted to the Pre-Reception Class in the term that they turn three years of age. A formal assessment of children entering Early Years is undertaken, parents will be asked about their child's general development and any identified special needs prior to a place being offered. We require children to have basic toilet training. However, staff realise that children at this age are not always totally reliable in this respect. The EYFS admissions policy is included as Appendix 1 in this document.

#### **2.3 Prep School**

2.3.1 New pupils wishing to join the Prep School have a taster day with their prospective class and during the course of the day, children from the age of six will be assessed to find their level in literacy and numeracy. A report from any previous School or nursery will be required.

2.3.2 If appropriate, there will also be an assessment with our Learning Development Department if the child has any additional needs.

2.3.3 We believe there are significant academic and pastoral benefits to staying at Farringtons in to the Senior School and the support we are able to give children and their families through the transition to the Senior School is the foundation of the success they go on to achieve.

For pupils already at Farringtons entry from the Prep School to the Senior School is automatic. However, Farringtons School reserves the right not to offer a place in Year 7 if it is felt that transferring to another school would be more appropriate for the academic or developmental progress of a child. Parents would be consulted regarding admission to the Senior School when their child is in Year 5.

Year 6 pupils transferring from the Prep School are required to take the Year 7 entrance examinations to be considered for an Academic Scholarship for the Senior School.

## **2.4 Senior School (Points of entry: Year 7, Year 8 – 10 and Sixth Form)**

### **2.4.1 Year 7 entry:**

Our Year 7 Entrance Examination is held in the Autumn Term prior to transfer.

2.4.2 There are three components to our entry process at this stage:

- Examinations in English, Mathematics and Reasoning.
- An interview with a senior member of staff. Candidates will be asked to bring an object or piece of work for discussion and talk about their hobbies and interests.
- References and most recent school report from the candidate’s previous School.

### **2.4.3 Year 8 - 10 entry:**

Subject to availability, applications are taken for entry into Year 8 – 10. To join the school, pupils need to sit our entrance examinations, together with an interview. For entry at this stage, examination papers are usually taken at Farringtons but may, exceptionally, be taken at a pupil’s current school with their agreement. A reference and latest school reports from an applicant’s current school will be sought.

### **2.4.4 Sixth Form (Year 12) entry**

Sixth Form is popular and admission to particular courses will depend upon availability of places and a pupil’s prior attainment at GCSE. Our policy is to ensure that pupils accepted into the Sixth Form can be placed in appropriate courses where they are likely to succeed. For this reason, the following pathway options are available and there are subject specific requirements detailed in Appendix 2. If an applicant does not meet the entry criteria, the School reserves the right to use its discretion, based on the School’s knowledge of the applicant and a discussion with the family, to offer a place or suggest alternative subject options.

### **2.4.5 Year 12 pathway options**

There are specific entrance requirements for each subject to be studied at A-Level and/or BTEC, but as a guideline, pathways into admissions for Sixth Form are as follows:

Emerald Pathway	Sapphire Pathway	Ruby Pathway
3 A Levels in Year 12 and 13, (possibly including 1 x BTEC subject) + possible EPQ.	Compulsory BTEC subject choice + guided A Levels.	Compulsory BTEC choices.
Seven 9-5 grades in full course GCSE subjects. May include BTEC equivalents. A minimum of 35 points is required for entry.	Five 9-4 grades in GCSE or equivalent.	Five 9-4 grades in GCSE or equivalent, with at least a Merit or grade 4 in a relevant BTEC or GCSE.

2.4.6 At each stage of Senior School entry, in addition to the entry requirements detailed above, a meeting with our Learning Development Department may also be required if the child has any additional needs.

2.4.7 A character reference from the Head of the prospective pupil's current school will be asked for to detail 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).

2.4.8 Very occasionally, we may offer places to pupils one year ahead or behind their standard year group, if we consider, as a matter of professional judgement, that this would be in the best interests of the pupil and the School.

2.4.9 Pupils wishing to enter into Year 8, 9 and 10 are able to do so should there be space available. The admissions process will be followed as above.

### **3 International students:**

3.1 We welcome applications from international students who want to study in our Senior School as a boarder provided that he / she has a relative or legal guardian living within the UK with whom he / she can stay (*See Guardianship and Lodgings Policy*) and that he / she is able to meet UK visa requirements.

3.2 If places are available Farringtons School also offers a short-term study programme ranging from one term to one year. The School reserves the right to accept a pupil into a specific year group at their discretion.

3.3 Overseas students who may have equivalent qualifications will still be required to achieve an acceptable standard in the School's Entrance Examinations. These entrance papers must be taken under our prescribed examination conditions.

3.4 Students must achieve an Upper Intermediate (B2) level of English in order to be admitted to a two-year A-Level course of study. Students achieving Intermediate (B1) will be offered a place in Year 10 for a two-year GCSE course or if available, a place on a one-year Pre A Level course, designed to develop English as a foreign language, creative arts and finance skills.

3.5 Further On-line English and Internal Mathematics papers will also be sat once the student has arrived in the School. Any discrepancies in grades achieved on arrival could result in a change of programme of study or ultimately withdrawal of student sponsorship.

## **4 Offer and Allocation of Places**

4.1 In the event of the number of children registered for any year group exceeding the places available, the following in no order of importance will be taken into consideration:

- The results obtained in Entrance Assessments
- Performance in the interview with a senior member of staff
- The presence of siblings within the School for Pre-Reception and Reception, the length of time the child has been registered for entry
- References from an applicant's current school
- A child with a particular skill, talent or aptitude
- A child whose parent is a current member of our staff
- Maintaining a full co-educational balance
- The candidate's conduct on entrance exam day

If there is over-subscription in any of the above categories, places will be allocated in order of date of registration.

## **5 Equal Opportunities**

5.1 We welcome children and their families from all backgrounds and our criteria for admission apply equally for all children, regardless of ethnicity, religion, race, sexual orientation, gender or social background.

5.2 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, nationality or social origin, association with a national minority, orientation, property, birth or other status.

5.3 We expect all of our pupils to attend our chapel, church services and school assemblies which are fundamental to our Methodist ethos and to attend lessons in religious education.

## **6 Disability and Special Education Needs**

6.1 In line with our legal and moral responsibilities under the Special Educational Needs and Disability Regulations 2014, pupils with Special Educational Needs and Disabilities (SEND) must have equal access to join the School providing they satisfy the School's selection procedures. We are proud of our tradition of welcoming pupils with SEN or physical disabilities but recognise that the School may not be the most appropriate environment for all pupils to thrive.

6.2 Where pupils have special educational needs or disabilities, parents must supply as much information as possible from the relevant professionals before registering for a place and before he or she takes any entrance assessment. This will enable the School to determine if their needs fall within the scope of the curriculum we provide as well as taking into consideration our current learning support provision already in place for any particular year group. Pupils will still need to evidence their academic ability through our competitive entrance examination process and demonstrate their potential to be able to cope with the demands of our mainstream academic curriculum.

6.3 Pupils with an Education Health and Care Plan will be considered on a case by case basis to ensure that the School can meet the provision and outcomes for the pupil. To ensure that pupils are treated fairly and equitably, we will consult widely with the relevant teaching staff and educational professionals involved in the application process (educational psychologists, local authority representatives and Head Teachers).

6.4 The provision comprises weekly group interventions for pupils requiring support with their literacy and numeracy. There will also be provision for specific time-limited and targeted interventions to assist pupils in reaching the standard expected within a mainstream setting. We are able to offer in-class TA support for the core subjects of English, Maths and Science.

6.5 Pupils may be allowed access arrangements (extra time or the use of a laptop) if there is evidence that this provision will enable them to demonstrate their academic potential. This must be their normal way of working in their current school. For this reason, we do not offer the facility for a scribe to assist the pupil during the Entrance Examination.

6.6 If additional educational needs or a disability become apparent after admission, the School will consult with parents about reasonable adjustments that may allow the pupil to continue at the School.

6.7 If additional or more complex needs become apparent after the offer of a place has been made and accepted, but before a pupil has started at the School, a further assessment may be required, together with consultation with the Head of Learning Development.

## **7 Registration**

7.1 The completion and signing of a registration form does not guarantee admission by the School nor does it in any way bind parents. The registration fee is non-refundable.

## **8 Scholarships and Bursaries**

8.1 Scholarships are available for exceptional students with academic talent, sporting skill and/or musical ability. They are usually awarded for entry in to Year 7. Academic scholarships are offered to Year 12 entrants, following an optional scholarship examination taken in January, with an Academic Scholarship offered for entry into Year 3. Further details are available from the School Registrar and are also available on the Farringtons School website.

8.2 Exhibition Awards may be also given at the Head's discretion to anyone who shows outstanding ability, commitment to school and follows the expectations of a Scholarship.

8.3 All Scholarship and Exhibition Awards are formally reviewed annually and providing the requirements of the award are being fulfilled and academic progress is deemed suitable, scholars can expect school fee remission until the end of their Sixth Form studies.

8.4 Farringtons is able to provide some financial assistance to pupils whose parents could not otherwise afford the fees and these bursaries are awarded on the assessed basis of financial need.

## **9 Entrance**

9.1 Once a place has been offered by the School, parents should confirm the decision for their child/ren to join the School normally by completing the Parental Contract/Acceptance Form and returning the documents with the appropriate deposit. Deposits are not refunded if places are not taken up. The documents set out, in detail, the terms and conditions on joining the School.

9.2 From September 2018 we are required by the Department for Education to have a minimum of two emergency contact numbers for each child enrolled at Farringtons.

## **10 School's contractual terms and conditions**

10.1 Copies will be made available to parents as part of the admissions process.

## **11 Complaints**

11.1 The School hopes that parents and pupils do not have any complaints about its admissions process, but copies of the School's complaints policy can be viewed on the School website or sent to parents on request.

## **12 Confidentiality**

Exam results and other records relating to applications for entry are confidential and will not be made available.

## **Farringtons School Admissions Policy**

### **Appendix 1 – Early Years Admissions Policy**

We operate an inclusion and equality policy in line with the Education Act 2011, the Equality Act 2010 and related legislation.

#### **Admissions Criteria**

Parents are encouraged to book early for places by registering their interest and submitting a completed Farringtons School Registration Form in line with our usual Registration process.

#### **Pre-Reception**

All children joining Pre-Reception are expected to transfer to a Reception Class in the September before their fifth birthday.

Priority is given to Pre-Reception children committed to transferring into Reception. If there is a waiting list for spaces we will prioritise by the presence of siblings within the School and then the length of time the child has been registered for entry (in line with our usual Registration process).

On acceptance of a place, parents are asked to pay a £1000.00 deposit. £500 of this is kept on account and returned in the final balance on leaving, providing one full term's written notice has been received. The remaining £500 deposit will be credited against the first term's invoice when a child transfers to Reception.

#### **Reception**

Following a successful assessment and a formal written offer, a deposit of £1,000.00 is required to secure the place, £500.00 of which will be deducted from first term's fees. The remaining £500.00 deposit will be returned in the final balance on leaving, providing one full term's written notice has been received.

If there is over-subscription, places will be allocated in order of date of registration.

- Current pupils who wish to increase or change sessions are given priority over children on the waiting list

Prior to a child attending Farringtons School, parents must:

- Provide a copy of the child's birth certificate
- Sign the acceptance form stating that they have read the school's parent contract and understand the terms and conditions
- Sign a copy of the Bromley Council Parental Declaration Form stating the hours and days that they wish their child to attend. This is an agreement to allow us to claim the government funded place. (A new Parental Declaration Form must be submitted each time the required hours change)
- Fully complete all forms in the Welcome information Pack which includes all personal details relating to the child. For example, name, date of birth, address, emergency contact details, dietary requirements, contact details for parents, doctor's contact details, SEND, allergies, etc.



**Providing government funded places – Universal 15 hours**

All funded sessions are in line with the Government’s Statutory Guidance and Local Authority requirements. When you register your child for their funded place, we will discuss the availability of sessions (a minimum 5 sessions) and as far as possible with availability and staffing arrangements we will try to accommodate your wishes. We will try to accommodate hours needed or if changes to hours are needed but this should be booked a term in advance. Please note we have a termly (Autumn, Spring and Summer) intake to the Pre-Reception Department and Autumn Term entry for Reception Class.

All funded or paid for sessions must be booked in advance and any changes or cancellation (notice to leave) must be made in writing one term in advance.

	<b>Farringtons School</b>
Universal 15 funded hours offered to term of fifth birthday:	Pre-Reception Sessions: Monday to Friday, 8.30am – 11.45pm and 12.15pm – 3.30pm, 3 terms a year Reception: 8.30am – 3.20pm, 3 terms a year
Entry	Pre-Reception: in term after child’s third birthday Reception: September prior to fifth birthday

## Appendix 2 – Year 12 subject specific entry requirements

Subject	English Lang / Lit	Maths grade	Relevant Subject	Other requirements/information
Art	5		5	Portfolio interview
Computer Science	-	6	6	
Biology	5	5	6	-
Business BTEC	4	4	-	-
Chemistry	5	6	6	-
Digital Media	4	4		
Drama	5	-	5	Audition
Economics	5	5	-	Extended writing subject
English Literature	5 and 6	-	-	-
Further Maths	-	8	-	Must also be doing Maths A Level
Geography	5	5	5	Extended writing subject
Government and Politics	5			
Graphic Design	5	5	5	
History	5	-	5	Extended writing subject
Mathematics	-	7	-	Additional test for all students
Modern Foreign Languages	5	-	6	-
Music	5	-	6	Grade V in instrument and audition
Music Technology	5		5	
BTEC Sport	4	-	-	Must be involved in sport outside of School
Photography	5	-	-	Portfolio interview
Physics	5	6	6	-
Psychology	5	5	-	Extended writing subject
Religious Studies	5	-	5	Extended writing subject