



**Fulham**  
**SCHOOL**

## **ADMISSIONS POLICY**

<b>Reviewed by:</b>	<b>Will le Fleming</b>	<b>September 2018</b>
<b>Confirmed by:</b>	<b>Executive Group</b>	<b>September 2018</b>
<b>Approved:</b>	<b>Board of Governors</b>	<b>Pending</b>

**Next review: September 2020**

## **1. Introduction**

Fulham School is a non-denominational school with a Christian ethos welcoming all children regardless of race or faith. Our approach is co-educational and inclusive. We believe all learners benefit from diversity of ability, from those with the most academic confidence to those who need more support. A mix of strengths and aptitudes makes for a healthy and dynamic environment, avoiding some of the artificial pressure imposed by selection on narrow criteria. It enables all pupils fully to achieve their own potential.

The main entrance point is at Reception but we also have intakes from 7, 8, 11 and 13 years of age (school years 3,4,7 and 9), with occasional places available in other years. We prepare pupils for competitive entry to other senior schools at 11+ or 13+ and to entry to university, training or employment at 18+.

Entry to Fulham Prep and Senior is automatic for pupils from Pre-Prep and Prep respectively, though pupils continuing to Fulham Senior will sit an assessment to help inform senior teaching.

In line with the Equality Act 2010 and our own passionate belief in equality of opportunity, Fulham welcomes applications from pupils of all social and cultural backgrounds, regardless of ethnicity, religion, home language, family background, disability or other attributes.

## **2. Registration and Deposits**

A non-refundable fee of £100 per child is payable at time of registration (note that registration does not guarantee a place). Extra charges may apply to overseas applicants to cover bank transfer fees. Acceptance of offers must be confirmed with a deposit of £2,000 per child and signed acceptance of the terms and conditions. Deposits will be returned at the end of the final term of attendance at the School, subject to a term's notice and after the deduction of any monies owed. New parents should note that if they decide not to take up a place which they have already accepted they will be liable for a term's fees in lieu of notice. Notice must be received in writing no later than the first day of each term.

## **3. Sibling Policy**

As a co-educational School with a family-centred ethos, Fulham School prioritises the admission of siblings who wish to be educated together. To facilitate this, preference will be given to applications from girls and boys who have a sibling currently being educated at the school. Admission of a sibling to Fulham Prep or Senior is dependent on availability of places and there may be occasions where we judge that a sibling is likely to thrive better in a different academic environment. Siblings receive a 10% discount on school fees while the oldest child remains in the school

## **4. Special Educational Needs and Disability (SEND) and Medical Conditions**

It is a condition of entry that parents provide the School with full details of any SEND before offers are confirmed at the Pre-Prep and before assessment at Prep and Senior. Any medical condition, health problem, or behavioural, emotional and social difficulty should also be declared. All children with SEND and medical needs will be considered on an equal footing with other applicants provided that the School feels able adequately to support the child's needs. Where the School's assessment

suggests that a place would not be in the best interests of the child this will inform the decision on whether or not to offer a place.

Should a diagnosis be made after a place has been offered and accepted, or after a child has started at the School, parents should inform the School directly.

## **5. NON EEC nationals**

Non EEC nationals must provide evidence of entry visas and right to reside in the UK according to UK Border Authority regulations, which apply to all UK schools. The School is licensed to provide a limited number of CAS numbers, which are required in order to apply for a Tier 4 visa. These will not be provided until a place has been offered and the deposit and first term's fees paid and are at the discretion of the School.

Pupils whose first language is not English may be required to take an EAL test with UKiset prior to assessment.

## **6. Verification of Identity**

The school is obliged to check the identity of each pupil and parents are requested to provide a copy of the pupil's birth certificate or passport photo page prior to admission.

## **7. Pre-Prep Procedure**

Children are admitted to Reception in the Autumn Term of the school year in which they turn 5. Early registration is advised: offers of places are considered on a first-come, first-served, basis, taking into account the desire to achieve a balanced intake of girls and boys and a mix of birth dates within the academic year, as well as sibling priority. All registered families are invited to regular open mornings and a formal tour with the Head in the academic year before entry. Offers are made in the January of the starting year. After acceptance of a place staff visit children at their nursery settings and new pupils are invited to an orientation morning in June prior to entry.

## **8. Prep and Senior Procedure**

Entry to the Prep is automatic for pupils from the Pre-Prep. We do not prepare children for 7+ or 8+ entry to other prep schools. Entry to Fulham Senior is in turn automatically available for pupils from the Prep, who reserve places in January of the year they turn 11 (school year 6). In any one year it is envisaged that around half of the pupils from the Prep may continue to the Senior School with others continuing to achieve places at a wide range of day and boarding schools.

External applicants to join from ages 7, 8, 11 and 13 (school years 3,4, 7 and 9) must register by 31 October in the year prior to September entry. All registered candidates complete a process of assessment and interview by the January of the school year before they start. The process is designed to help us maintain a balanced cohort with a diverse mix of abilities. Academic ability is one element and helps to inform the support we offer successful applicants but in line with our inclusive approach children are not selected on purely academic grounds. Non-academic abilities and aptitudes are given significant weight in the process.

## **9. Occasional places**

Occasional places may be available outside of the formal entry points. This will generally involve interview and informal assessment, with children invited to spend some time in a class of pupils of a similar age.

## **10. Information**

Children's records are kept in the school. Confidential information about children is held securely and only accessible and available to those who have a right or professional need to see it. The storing and processing of personal information is governed by the General Data Protection Regulation 2016/679 and the Data Protection Act 2018 - see Fulham School Data Protection Policy and School Privacy Notice 2018.