

## FALCONS PREP RICHMOND

# Admissions Policy

**Primary person responsible for updates to this policy:** Olivia Buchanan

**Job title:** Headmistress

**Ratified by:** Registrar

**Last review date:** July 2020

**Next review date:** June 2021

**ISI Code:** 15a

**Circulation:** This policy is addressed to all members of staff and volunteers in our school and is available to parents on request. It applies wherever staff or volunteers are working with pupils.

Please note: 'School' refers to Falcons Prep - Richmond 'parents' refers to parents, guardians and carers.

## Introduction

Falcons Prep - Richmond is an independent day school for boys. Formal admission routes into the School are in Reception (4+), Year 3 (7+) and Year 7 (11+). Irrespective of race, religion or cultural background.

Whilst the School is not officially academically selective, the School needs to be confident that a boy will benefit from the wide and fast-moving curriculum which it provides for its pupils. This ensures that there is every chance that each pupil will be able to have a complete, happy and successful school career.

The School's policy is to apply these criteria to all pupils and potential pupils regardless of any disability. The school is conscious of its obligation to make reasonable adjustments to ensure that no disabled pupil, present or potential, is at a substantial disadvantage because of his disability compared with any other pupil in the school. Parents are recommended to read the school's SEND and Accessibility Plan for a full elaboration of the school's policy in this area, and to contact the school at the earliest opportunity if they have such matters concerning their son which they wish to discuss.

Occasional places may become available in other classes during other points in the year. If this is the case, we invite boys to spend the day with their prospective class so that they can be assessed and interviewed as to their suitability for entry into the school.

### *Related Policies*

- . Ethos and Aims Policy
- . Safeguarding Policy
- . Equal Opportunities Policy
- . Accessibility Policy
- . Anti-Bullying Policy

## Admissions Procedure

### Registration

(\*Please refer to the addendum on page 7.)

Parents may register their son from birth, onwards. The Registration Form is available directly from the School or via the website and should be completed/returned to the Registrar at Falcons Prep - Richmond, 41, Kew Foot Road, Richmond, TW9 2S, along with a copy of the boy's birth certificate and the non-refundable Registration Fee (currently £100). From this point, the boy is placed on the admissions' list for his relevant year group. Families are encouraged to visit the school, this can be organised either before or after a Registration.

*The registration deadline for Reception & Year 3 is mid-October prior to the year of entry and for Year 7 is mid-March prior to year of entry. Registered families are invited to an open morning and/or to have an individual visit of the School. At this time, the admissions procedure will be explained in detail along with having a full tour of the school by members of the teaching staff or by boys in their final years at the school. Parents will also have the opportunity to meet senior members of staff and to ask any questions.*

### Entry Assessments

#### *Reception*

Boys are invited to attend a 'meet and greet' session (Assessment) in the Spring Term (usually February/March) prior to the year of entry. The sessions are held in the schools Reception Classroom and boys are seen in groups of no more than 10. During this time, children will play, listen to a story and take part in some short and fun activities. Places are offered shortly afterwards and on the basis that children are physically, socially and emotionally ready to join the School. Children will be expected to integrate successfully with their cohort.

#### *Year 3 (7+)*

Boys attend a trial morning in the November prior to the year of entry. The morning includes an age appropriate online reasoning assessment (InCAS) along with observation. A report from the boy's current school is also carefully considered. Decision letters are issued to parents following these assessments at the end of the Autumn Term.

#### *Year 7 (11+)*

An Assessment Day takes place in the March prior to the year of entry. The day includes an age appropriate online reasoning assessment (InCAS), entrance interview with the Headmistress along with observations in lesson time. A report from the boy's school is also carefully considered. Decisions letters are issued to parents by the end of April.

The school has developed its own assessment procedures and criteria, largely based on pre-school/7+ tests set by accredited organisations, but the general principle is that the school is looking for a boy's long-term potential to thrive at Falcons Prep. Personal and social qualities and a willingness to learn are very much taken into account.

#### *Academic Scholarship (7+)*

Falcons Prep would like to offer up to two academic scholarships for boys joining the school in Year 3. The assessment criteria are for an above average performance in the age appropriate online tests

(INCAS). All candidates will sit these online tests, but only those showing interest and with appropriate scores will be considered for an Academic Scholarship. The value of the scholarship is a 20% reduction in the school fees for 2021-22. Once selected, your son will be invited to visit the school again where he will have a formal interview with a member of the SLT and be asked to complete some further academic tests in English and Maths. Those successful will be offered a scholarship shortly afterwards. This will then be reviewed on an annual basis each June.

### Acceptance of an Offer

Places into Reception are offered during the Spring Term, Year 3 are offered at the end of the Autumn Term and places into Year 7 are offered at the end of the Spring Term prior to the September in which boys are admitted.

An offer of a place is accepted by signing the Acceptance Form (having received the Schedule of Fees and the Terms and Conditions, which in each case may be updated periodically) and providing the Acceptance Deposit (currently £1000). The acceptance form and acceptance deposit form the "contract" between you and the school. The Parent Contract contains details of term dates and notice periods. Acceptance must be completed by the stated acceptance deadline stated in the official offer, otherwise it will be deemed that the place is no longer required. Should a class be full and a boy has passed the entrance assessments they are placed on a waiting list until a place becomes available.

The Acceptance Deposit is generally refundable and returned to you at the end of the boy's final term at Falcons Prep, provided that you have given notice at the requisite time (should a pupil be withdrawn from the school before the end of Year 8, one complete term's notice is required). The Acceptance Deposit is not refundable if he does not take up the offered place at the School. Upon starting at Falcons Prep in September, the full term's fees are required (as detailed in the Schedule of Fees accompanying the Parent Contract).

### *Admission to other years; the Occasional Places Register:-*

At the beginning of the school academic year in September, boys who were assessed for a Reception (4+) or Year 3 (7+) place and were not offered a place, but were placed on the 'Waiting List' following assessment, will be automatically moved to the - 'Occasional Places' register. The boy's details will remain on the Occasional Places Register for as long as the family continues to be interested in a place at Falcons Prep.

Other parents who have missed the 'window' of registration, yet still desire a place for their son in one of the higher year groups,

should contact the Registrar at the school and complete a registration form for the occasional places register.

The school will endeavour to keep in touch on a regular basis to check that families continue to be interested in a place. Since the main channels for communication between Falcons Prep and the applicants is by email and telephone, it is very important, that prospective parents keep the school abreast of any changes in their contact details through contact with the schools Registrar.

If a place becomes available in the school in Years 3-7, the Registrar will contact all the families on the Occasional Places Register with boys in the relevant group to invite them in for an assessment.

## **Classes**

Class sizes are no more than 18 boys, however, we reserve the right to increase slightly above this in certain circumstances.

We keep the following pupil details recorded on the admissions register:

- Full name
- Date of Birth
- Name and address of all parents/guardians and landline and mobile numbers
- Address of new or additional place(s) of residence of the pupil, and date the pupil began to reside there
- Full name of parent the pupil lives with (if applicable)
- Date of admission/readmission
- Name and address of last school
- Name of destination school on leaving FSBP
- Start date at destination school

*\*For further details on our use of data, please see the schools GDPR Policy.*

Please note that we are required to notify the local authority, when we add or remove a boy's name on the admissions' register at non-standard transitions, i.e. where a compulsory school-aged child leaves a school before completing the school's final year or joins a school after the beginning of the school's first year.

## **Policy Statement**

Falcons Prep - Richmond welcomes boys of all faiths, cultures, nationalities and family backgrounds. The school is fully committed to equal treatment of all prospective parents and their sons. We are firmly committed to inclusivity and to giving every child the

best possible start in life. Irrespective of their language, special educational needs or disability, we consider all children for admission to the school who have the ability and aptitude to access an academic curriculum. Pupils whose SEND are suited to the curriculum are welcome provided that we have the appropriate resources and facilities to provide them with the support that they require.

Before a place is offered at the school (and preferably prior to application):

- Parents must disclose to the school any known or suspected circumstances relating to their child's health, development, allergies, disabilities and learning difficulties. The school reserves the right to subsequently withdraw any place offered based on incomplete disclosure of known or suspected SEND circumstances.
- Based on such disclosure, the school will confirm whether or not it is able to fully meet the needs of the child.
- Candidates can request specific access arrangements to undertake any entrance examinations or assessments e.g. use of a word processor or extra time following the submission of appropriate evidence to the SENCo. All reports must be disclosed at the time of application.

Where a child's SEND is identified, or develops, after the child has started at the school, we will endeavour to continue to support the child as long as:

- a) We have the appropriate resources and facilities to provide them with the support they require/deserve, and,
- b) We believe it is in the best interest of the child and of the school community to remain at the school.

Where, in our judgement, either of these conditions no longer apply, we reserve the right to withdraw a place at the school. In such circumstances, we will use our reasonable endeavours to support parents in finding alternative arrangements.

## **Bursaries**

The School, with Alpha-Plus and the Gold Standard Trust, operate a Bursary Scheme for boys entering the school at Reception (4+), Year 3 (7+) and Year 7 (11+). The bursary programme is targeted towards boys from ordinary working families and financially disadvantaged backgrounds whose parents would not otherwise be able to contemplate private education for their children. Applications should be submitted to the Head via the Registrar and will be processed in discussion with the Gold Standard Trust. It is this association, and

not the school, who will be in touch and make a decision regarding a bursary application.

Please contact the Registrar to discuss your son's admission to the school:

Registrar  
Falcons Prep - Richmond  
41 Kew Foot Road  
Richmond upon Thames  
TW92SS

E: [registrar@falconsprep.co.uk](mailto:registrar@falconsprep.co.uk)  
T: 020 8948 9490

## **ADDENDUM**

### **Reception update (as of July 2020)**

Due to the suspension of any UK school inspection visits since March due to Covid-19, Ofsted has been unable to make a visit to Falcons Prep - Richmond. Therefore, they have not been able to sign off on the paperwork necessary for us to accept entry of pupils from age four in September 2020.

Opening of the Reception Class is dependent upon the inspection and subsequent approval by the Department of Education.

Unfortunately, this has been beyond their control, or ours. We expect permission to be granted as soon as Ofsted is able to resume its normal activities. But, in the meantime it is not possible for Falcons Prep - Richmond to predict with any certainty when this will be, other than Ofsted has said that visits are unlikely to resume before January 2021 at the earliest. As a temporary alternative, our sister school the Falcons Pre-Preparatory School Chiswick is delighted to be able to consider your son for a place September 2020. And rest assured that, if your son joins the Pre-Prep in September, I confirm that he will be able to transfer over to Prep as soon as we have been given permission to accept pupils from age four. If offered a place at the Pre Prep your son will not be required to undergo any further assessments before being offered a place at Prep.

*In addition, during your son's time at the Pre-Prep, the Prep school will arrange, at our expense, transport for your son to and from the Prep to the Pre-Prep at the beginning and end of the school day, during term time. However, please be aware that this transport will only be provided at our expense until the Prep is in a position to accept pupils from age four. If you decide to keep your son at the Pre-Prep after this point then the Prep school would no longer provide this transport free of charge.*

Please do contact our Registrar on [registrar@falconsprep.co.uk](mailto:registrar@falconsprep.co.uk) should you have any queries.



## Data Protection

Data Protection Law gives individuals rights to understand how their data is used. Parents of potential pupils are encouraged to read these notes and understand the school's obligations to its Applicant community.

These notes apply alongside any other information Falcons Prep may provide about a particular use of personal data.

### HOW THE SCHOOL COLLECTS DATA ON PROSPECTIVE PUPILS

Generally, Falcons Prep receives personal data concerning an Applicant from the parents of the prospective pupil. This may be via a form, or simply in the ordinary course of interaction or communication (such as email).

### WHY THE SCHOOL NEEDS TO PROCESS PERSONAL DATA ON PROSPECTIVE PUPILS

Use of your (and your son's) personal data will be made in accordance with the school's legitimate interests for the purposes of pupil selection. In providing Falcons Prep with your contact details we will keep parents updated via your preferred communication channel (eg. email) about the next steps in the assessment and entry procedure to Falcons Prep.

In order to carry out its duties to communicate with parents of potential pupils and to assess potential pupils, the school needs to process a range of personal data relating to you as parents as well as relating to your son for whom you are making an application to join Falcons Prep. We need to do this in order:-

- To confirm the identity of prospective pupils and their parents;
- To enable potential pupils to take part in assessments;
- To safeguard potential pupils' welfare and provide appropriate pastoral (and where necessary, medical) care whilst they are in the process of assessment at Falcons Prep;

Following the assessment selection process and prior to an offer of a place at Falcons Prep, with the express permission of the parents, further personal data is generally sought from previous educational establishments that the potential pupil has attended (if any):-

- References may be sought, to provide information about prospective pupils' parents, including relating to outstanding fees or payment history
- Prospective pupils' academic, disciplinary, admissions and attendance records (including information about any special needs) are usually required from any previous educational establishments
- Relevant information from other professionals or organisations working with the prospective pupil (if applicable) may be sought;

#### KEEPING IN TOUCH

With parents' express permission we may also communicate with you about the activities of the school, or events of interest, including by sending updates and newsletters, by email and by post. You are of course at liberty to unsubscribe from any such communication at any time by contacting the Registrar

#### WHO HAS ACCESS TO PERSONAL DATA RELATING TO POTENTIAL PUPILS

Personal data collected by the school in relation to a prospective pupil will remain within the school, and will be processed by appropriate individuals only in accordance with access protocols (i.e. on a 'need to know' basis). Particularly strict rules of access apply in the context of:

- Any medical records or developmental assessments provided by the parents of Applicants. These are held and accessed only by the Registrar and the Headteacher
- However, a certain amount of any prospective pupil's SEN relevant information may need to be provided to teaching staff involved during the assessment process in the context of providing the necessary care and support that the potential pupil requires during the assessment.

#### HOW LONG WE KEEP PERSONAL DATA RELATING TO POTENTIAL PARENTS OR PUPILS

The school will retain personal data securely and only in line with how long it is necessary to keep for a legitimate and lawful reason.

- If offered a place at Falcons Prep, the school will retain ordinary pupil personnel files for 25 years from the boy's date of birth.
- If not offered a place at Falcons Prep, the parents of Applicants have the opportunity to request that their data and that of the applicant pupil be retained on the Occasional Places Register; in this case data is held in our electronic and paper files for a maximum of seven years (by which time the boy will be too old to attend Falcons Prep) prior to secure disposal. If no such request to transfer to the Occasional Places Register is made, the applicant's personal data and that of his parents will be erased or destroyed.

If you have any specific queries about how our retention policy is applied, or wish to request that personal data that you no longer believe to be relevant is considered for erasure, please contact the school's Registrar.