



## FULHAM PREP SCHOOL

### ADMISSIONS POLICY

Fulham Senior is a non-denominational school with a Christian ethos which welcomes all children irrespective of race or faith. The school welcomes applications from pupils of all social and cultural backgrounds regardless of ethnicity, culture or religion, home language, family background, disability or other attributes, as stated in the Equality Act 2010, who would benefit from an academic education and would contribute fully to the wider life of school.

The Fulham Prep Schools are situated on three separate sites, yet they all fall under one umbrella. Each school has its own distinct feel and seeks to provide an all-round education for the pupils within. A child can be admitted to the Pre-prep or Prep School and be assured to be educated until school leaving age (18 years old) in the Fulham Senior School, with a smooth transition between each stage.

For those children for whom this would not be appropriate, the Prep School has great expertise in placing pupils in a large variety of senior schools which have entry points at Year 7 and Year 9. Children are not prepared for 7+ or 8+ entry to other Prep schools and parents who are planning a 7+ or 8+ entry to a particular Prep school should consider sending their children to a stand-alone Pre-Prep school which does prepare children for such exams.

#### **Sibling Policy**

Fulham Prep Schools, as a co-educational group of three schools with a family centred ethos, prioritises the admission of siblings who wish to be educated at the same school. 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.

#### **Equality Policy**

In line with the Equality Act 2010, the school seeks to ensure that pupils with special educational needs and/or disabilities (SEND) are not treated less favourably or put at a substantial disadvantage in matters of admission. The school will always take reasonable measures to support a child with physical difficulties and where possible will make adjustments for accessibility where required.

It is a condition of entry that parents provide the school with any details of any SEND, with copies of all written reports and other relevant information before their child attends an introductory session (at the Pre-Prep) or an assessment morning at the Prep or Senior School. Should such a diagnosis be made after a place has been offered and accepted, or after a child has started at the school, parents are still under an obligation to provide the school with any relevant diagnosis of medical or educational needs.

The school will consider admitting children known to have special educational needs, provided that the school feels that it can adequately meet the child's needs without unduly prejudicing the education and welfare of other pupils. In a situation where the School felt unable to provide for a pupil's special needs this might inform their decision whether or not to accept the pupil.

**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 is 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.

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

All other term's and conditions with regard to entry to the School can be obtained from the school website or the Registrar ([admin@fulhamprep.co.uk](mailto:admin@fulhamprep.co.uk)).

## **Entry Points**

### Reception

Fulham Prep School is co-educational and non-selective for Reception entry. Children are admitted into the Reception Class in the Autumn Term of the academic year in which they will reach their fifth birthday.

Children are in the EYFS until the end of the academic year in which they turn five. Places are offered on a first come, first served basis with priority given to siblings of children already in the school.

### Pre-Prep

Entry to the Pre-Prep School in other than Reception, i.e. in Years 1 and 2 is by interview and informal assessment and children are invited to spend some time in a class where pupils are of a similar age.

### Prep School

Entry to the Prep School, for children who are seven years old or older, is by assessment and interview.

### Senior School

Entry to the Senior School, for children who are twelve years old or older, is by assessment and interview for a place in Year 9 and ISEB 13+ Common Entrance papers.

### Senior School – Sixth Form

Entry to the Senior School, for children who are sixteen years old or older, will require a reference from their current school outlining predicted GCSE grades and they shall then be invited for interview for a place in Year 12.

### **Waiting List**

In the event of a year group being already full, the Registrar will contact you and, if you wish, will place your application on a waiting list. Should a vacancy become available you will be contacted and invited to confirm your continued interest.

### **How to apply for a place:**

#### **Pre-Prep**

Fulham Pre-Prep holds regular open mornings throughout the year. The dates and booking form for these are available on our website – <http://fulhamprep.co.uk/phase/preprep/calendar/>

Once your child is registered, you will be offered a formal visit to both the Pre-Prep and Prep in the year prior to your child's date of entry at 4+.

#### **Prep**

Parents seeking a place in the Prep School (Years 3 to 8) are asked to contact the Registrar of the prep to arrange a visit to the Prep School prior to completing a registration form.

Open mornings take place throughout the year on a Wednesday morning, please contact the registrar to book a place. Once they have visited the Prep, parents who are interested in applying for a place for their child should complete a Registration Form from, which should be accompanied by a non-refundable Registration Fee. They will then be informed of the date for assessment etc.

#### **Senior**

Parents seeking a place in the Senior School (Years 9 to 13) are asked to contact the Registrar of the Senior School to arrange a visit prior to completing a registration form.

Once they have visited the Senior School, parents interested in applying for a place for their child should complete a Registration Form, which should be accompanied by a Registration Fee. They will then be informed of the date for assessment etc. External pupils will sit the ISEB pre-test in Year 6.

Parents are informed about the ethos, aims and organisation of the school through the prospectus and the Fulham Senior website.

The registration procedure involves parents in providing the following information;

1. full name;

2. date of birth;
3. name and address of every parent and/or carer who is known to the ELS
4. information about any other person who has parental responsibility for the child;
5. which parent(s) and/or carer(s) the child normally lives with;
6. emergency contact details for parents and/or carers.
7. details of any specific learning need or disability

The school is obliged to check the identity of each pupil and parents are requested to provide a pupil's birth certificate for the Registrar to view prior to admission.

### **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 them. The school acknowledges their responsibilities under the Data Protection Act (DPA) 1998 and where relevant the Freedom of Information Act 2000

All staff understand the need to protect the privacy of the children in their care as well the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality; please refer to our Privacy Policy and Data Protection Policy for further information.

<b>UPDATED</b>	<b>BY</b>
SEPTEMBER 2012	S. HOLLIS
MAY 2014	J.EMMETT
NOVEMBER 2015	J EMMETT
JUNE 2017	N. BROOKS