



POLICY AND PROCEDURE:

ADMISSIONS

1. General

In this policy document the following definitions will apply:

“head”:	Mr W Brierly
“head of the junior school”:	Mr M Jelley
“the school”:	means Claremont Fan Court School and any part of it.

This policy applies to the whole school, including Early Years. Claremont Fan Court School is an academically selective, independent, co-educational day school with approximately 1200 pupils.

The ethos is based on spiritual and moral values which parents and pupils must recognise and agree to uphold. The school welcomes applications from pupils who will benefit from holistic education with an emphasis on achieving all that they truly can and who will contribute fully and enthusiastically to, and prosper from, the wider life of the school.

The school is organised into the following areas:

- the junior school:
 - Fan Court – for pupils aged 2 ½ to the end of Year 2;
 - Stable Court – for pupils in Years 3-6;
- the senior school – for pupils in Years 7-11; and
- the sixth form – for pupils in Years 12 and 13.

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 Claremont. The options for parents to visit the school varies between the different areas of the school. We usually hold a number of open events throughout the year, which give a general introduction to the school. Details of how to visit the school and booking forms for our open events are available on our website (<https://www.claremontfancourt.co.uk/admissions/open-events/>).

2. Admissions Procedure

Entry into the school can be at any age from 2 ½ years, with the usual entry points being into:

Junior school - into pre-nursery (aged 2½), nursery (aged 3), reception (aged 4), Year 3 (aged 7) and Year 5 (aged 9)

- Senior school - Year 7
- sixth form – Year 12.

The school may also have occasional places available at other ages but are not able to guarantee the availability of spaces. Please note that the school does not accept entry into Years 11 or 13. Pupils are assessed for entry as outlined in the Admissions Procedure (see appendix).

Our admissions 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. Entry into the junior school (Stable Court) and senior schools is competitive, with decisions primarily based on performance in examined tests, interviews, references and reports. The school must feel confident that it will be able to educate any child in line with the standards expected for that year group and that he/she will support the aims, ethos and expectations to which the school aspires.

Claremont Fan Court School reserves the right to decline applications for pupils when our resources are insufficient to support special educational needs and/or disabilities, there is evidence of consistent poor behaviour, the year group is full, or a pupil fails to reach academic entry requirements.

The admissions process for each part of the school is overseen by the appropriate headteacher. Please refer to the admissions procedure for further details about the admissions process specific to each part of the school.

3. Transition for existing Claremont Fan Court School pupils

It is hoped that all pupils will transition through the school from when they join through to the end of the Upper Sixth (Year 13), subject to the pupil maintaining expected standards of behaviour and progress. However, there are specific criteria for transition between the junior school and the senior school and, again, from the senior school into the Sixth Form. Please see the school specific criteria in the admissions procedure for further details.

Existing Claremont Fan Court pupils do not need to complete a formal application form for entry between the different areas of the school.

Pupil assessment will take place continuously throughout the year resulting in an accurate profile of each pupil on which the school decision will be made. In the event that the school is unlikely to be able to accept a pupil to transfer into the next year at the school, the school will inform the parents by spring half term.

4. Equal treatment

Claremont Fan Court's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world.

Claremont Fan Court is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background.

5. Special educational needs or disabilities

Claremont Fan Court complies with the Equality Act 2010 and welcomes pupils with disabilities and/or special educational needs, provided we can offer them any support that they require and cater for any additional needs and that our site can accommodate them. We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn. The school reserves the right to charge for the provision of additional learning. Further details can be found in the Individual Needs policy and procedure.

Our policy is to apply our admissions criteria to all potential pupils. We advise parents of children with special educational needs, disabilities, allergies or those in receipt of learning support to discuss their child's needs with the school before they sit the entrance exam so that we can make adequate provision for them. Parents should include in the application form full details of all relevant information, including a copy of any educational psychologist's report or a medical report if they have one. This is so that the school can assess their child's needs and consult with parents about the adjustments which can reasonably be made.

Where a prospective pupil is disabled, the school will discuss with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if they become a pupil at the school, to ensure that the prospective pupil is not put at a substantial disadvantage compared to a pupil who is not disadvantaged because of a disability.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's disability. For example, if, despite reasonable adjustments, we feel that a prospective pupil is not going to be able to access the education offered, the school has insufficient resources to support their needs, or that their health and safety or those of other pupils or staff may be put at risk, we may not be able to offer a place at the school.

Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and the pupil starting at the school. The school requires parents to be proactive in updating the school as to any significant changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the school. However, the school may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming in their communications with the school about any material change to their child's circumstances.

6. Sibling policy

In keeping with the school's family ethos, in cases of candidates with relatively similar academic merit and interview performance, priority will be given to siblings of current Claremont Fan Court School pupils and to those with a recent family connection with the school. Such priority assumes that the sibling candidate has done sufficiently well in the entry process and shows the potential to take advantage of all that the school offers.

However, admission is not automatic and there may be occasions where the School judges that a sibling is likely to thrive better in a different academic environment.

7. School staff children

Sons and daughters of established members of staff at Claremont Fan Court School will be considered by the same selection criteria as siblings of current school pupils.

8. Bursary support

Further information about bursary support can be obtained from the bursar's office.

Claremont Fan Court's bursary programme is designed to make it possible for as many as possible of those who meet the school's entry criteria to take up a place here. The school offers a number of means-tested awards annually to entrants at the usual points of entry, where the parents have applied confirming that they require financial support. Bursaries are means-tested in accordance with the school's criteria. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need; but can extend to full fee remission in cases of proven need.

A bursary may be withdrawn in accordance with the terms upon which such award is made or otherwise in accordance with the school's terms and conditions.

9. Scholarships

Claremont Fan Court School offers a number of scholarships to pupils each year, across a number of entry points. Scholarships are designed to reward excellence and to celebrate exceptional talent.

Further information on the scholarships available throughout the school and the criteria for the awards can be found on the school's website: <https://www.claremontfancourt.co.uk/admissions/scholarships/>

The scholarship criteria and assessment procedure will be reviewed annually and updated from time to time.

A copy of the scholarship criteria and assessment procedure can be provided to parents on request.

A scholarship may be withdrawn in accordance with the terms upon which such award is made or in accordance with the school's Terms and Conditions.

10. Overseas applicants

We welcome applications from pupils overseas, provided that he/she has the legal right to enter and study in the UK and he/she has a relative or responsible adult living with them within a reasonable distance of the school. However, parents of overseas pupils should appreciate that we do not run a short-term study programme and expect overseas pupils to finish a complete course of study such as Years 9-11, or Years 12-13.

Parents will be asked to confirm the pupil's immigration status when accepting an offer. The school will comply with UK Visas and Immigration requirements for those pupils who do not hold a UK passport.

In order to cope with the academic and social demands of Claremont Fan Court, pupils should be fluent English speakers. Where pupils wish to have additional support, it is recommended that any specialist tuition for development of English for English as an additional language (EAL) pupil is sought outside of the school.

11. Withdrawal of an offer

Should you wish to withdraw your offer after accepting, and before the student has joined the school, this must be notified in writing to the admissions department (admissions@claremont.surrey.sch.uk). Please note that, should the offer be withdrawn, the acceptance deposit is non-refundable except in accordance with the Terms and Conditions.

Once a place has been accepted, it is the parents' responsibility to inform the school of any relevant changes in the information provided on application, including to educational needs.

Claremont Fan Court School reserves the right to withdraw the offer and terminate the acceptance contact if the information provided to the school prior to joining is incomplete or inaccurate; or there is a material change in circumstance or application data.

12. Records and review

Applicants' details will be held on file with due regard to data protection legislation and the school's Privacy Notice and records retention policy.

13. Leavers

The school is required to inform the local authority of all students leaving the school at non-standard departure points. At the appropriate time, the school will work co-operatively with the relevant local authority to inform them of the details of the student's new school and relevant contact information, making reasonable enquiries where necessary.

14. School terms and conditions

The terms upon which the school educates each child are set out in the school's Terms and Conditions which will be made available to parents as part of the admissions process; and both parents (or those with parental responsibility) are asked to sign this confirming acceptance. The Terms and Conditions are updated annually and issued to parents and prospective parents by email.

15. Head's discretion

This policy may be subject to change at the discretion of the head. Any decision made by the head regarding the admission of a pupil is final and the school reserves the right to not proceed with an application at any point in the admissions process.

16. Contact details

In the first instance, prospective parents should contact the admissions team for any matter relating to admission to the school. The contact details are: admissions@claremont.surrey.sch.uk / 01372 473794.

APPENDIX:

ADMISSIONS PROCEDURE

1. General

The aim of the process is to identify potential. Claremont Fan Court 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 music, drama, art, community activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for our entrance tests is needed; all candidates start on an equal footing, with identical opportunities to display their academic aptitude and extra-curricular skills.

The dates for the assessment process for the current year are published on our website, together with any dates that results are posted to families and the closing date for acceptances.

2. Entry into the junior school (Fan Court – Pre-Nursery to Year 2)

2.1. Admissions procedure for new entrants

The admissions procedure for entry into the junior school (Fan Court) is as follows:

- An online application form is submitted to the admissions department and pay the registration fee.
- Prospective pupils will be invited to an in-class assessment with the junior school (Fan Court) to assess behavioural and social development.
- For entry into Years 1 and 2, age appropriate academic tests may be administered.
- For Year 2 entry, these assessments may include standardised mathematics and English papers alongside a creative writing exercise.

New entrants to Year 2 after the start of the autumn term will be required to sit an assessment equivalent to the entrance test for Year 3.

2.2. Special educational needs or disability

The school makes reasonable adjustments to enable pupils with a special educational need or disability to access the assessment process and demonstrate their ability. The individual needs department can provide individual specialist lessons to support development of English, mathematics and study skills, for which there is an additional charge.

In the case of the school identifying specific behaviour and social concerns, the provision of an offer may be delayed ending the prospective pupil attending a taster session where further assessment can take place.

2.3. Final selection procedure

A successful assessment will result in the offer of a place, subject to availability. This offer may be conditional upon any factors which the Head of the junior school deems may enhance a prospective pupil's experience at Claremont Fan Court School.

An unsuccessful application will be notified by letter or email. Claremont Fan Court School is a selective independent school and reserves the right to refuse an application without provision of specific reason.

In the event of all places being allocated at the time of application, prospective parents will be notified of this and invited to proceed with the application process in any event if appropriate. A successful applicant may be placed on a waiting list pending spaces becoming available. Claremont Fan Court School will not divulge any information regarding the waiting list to any prospective parent.

3. Entry into the junior school (Stable Court – Years 3-6)

3.1. Transition for existing Claremont Fan Court pupils

Pupils move from Year 2 to Year 3 automatically, provided they are meeting the expected level of academic progress, behavioural and social standards.

A child who is not expected to thrive in Stable Court will be informed by the head of the junior school by the spring half term of Year 2. Discussions over any borderline pupil will be shared with parents by the end of Year 1 in the first instance.

3.2. Admissions procedure for new entrants

Prospective pupils should submit an on-line application form to the admissions department and pay the registration fee.

Prospective pupils are assessed for entry into Year 3 from the autumn term in Year 2 upwards. Invitation to assessment is at the discretion of the head of the junior school and the school reserves the right to not proceed with an application at any time. The assessment will take place at Stable Court, unless the applicant is overseas in which case remote assessments may be offered. The assessment consists of standardised mathematics and English papers alongside a creative writing exercise. Verbal or non-verbal reasoning papers may be used where a child's performance is borderline due to factors such as educational experience or learning with English as an additional language to assess potential to learn and the use of these assessments is at the discretion of the head of junior school.

This may be followed by a meeting between the head of junior school and the parents.

The criteria by which candidates will be chosen for entry are:

- The results gained in the assessment papers. It is expected that successful pupils will achieve a standard comparable to or above the national average in all aspects of the assessment.
- The report from the previous school – in particular its assessment of pupil progress, behaviour and the teacher's identification of innate potential.
- Observations of behaviour during the pupil's visit to the school, including social interaction in the classroom environment.
- Positive interview with the parents and/or the child, where relevant.

Entry into Year 4 or 5 will be declined if the junior school is not confident that entry to Year 7 will be seamless. All offers for entrants to the junior school will include an expectation that these pupils will sit the entrance test to senior school. Entrants to the junior school will sit the internal entrance test for the senior school with their peers during the spring term of Year 5.

New entrants applying to join Year 5 after the start of the autumn term will be admitted at the discretion of the head.

New entrants to Year 6 will be required to sit an assessment equivalent to the internal entrance test for the senior school, followed by an interview with a member of the senior school senior leadership team. Entry to Year 6 is at the discretion of the head.

3.3. Special educational needs and disability

The school makes reasonable adjustments to enable pupils with special educational needs or disability to access the assessment process and demonstrate their ability. Extra time may be allowed in part of the assessment, subject to the approval of Claremont Fan Court School's special educational needs co-ordinator, for pupils who have an identified learning difficulty, disability or limited English proficiency. Submissions of any relevant professional reports is expected at the time of application, together with confirmation from the pupil's existing school of their normal way of working, in order to be taken into consideration in the assessment and selection process.

The individual needs department can provide individual specialist lessons to support development of English, mathematics and study skills. There is an additional charge for these lessons and an offer of a place may be conditional on agreeing to specific individual needs or EAL support.

3.4. Final selection procedure

In the junior school, the head of the junior school will consult with the junior school senior leaders and the year teachers involved in the assessment process, together with the head where appropriate for Year 5 and Year 6 entrants. Following these discussions, the head of the junior school or the admissions department will then write to the parents of the applicant giving his/her decision. Claremont Fan Court is a selective independent school and reserves the right to refuse an application without provision of specific reasons.

4. Entry into the senior school

Entry into the senior school is academically selective by reference, recent report, examination and interview.

4.1. Applications from existing Claremont Fan Court School pupils

Year 5 pupils who wish to be considered for entry into the senior school at Year 7 will be invited to sit an entrance test to the senior school in the Spring term of Year 5, consisting of mathematics, English and creative writing. This will be followed by a short interview with a member of the senior team.

References from the junior school and evidence of learning based on ongoing assessment including standardised tests will be used for the decision-making process.

New entrants to the junior school in Year 5, prior to the entrance test taking place, will sit the entrance test with their year group in the Spring term. Pupils joining the school after the senior school entrance test has taken place, will be assessed for entry in accordance with paragraph 3.2 above.

4.2. Applications for Year 7 entry for new entrants

Applicants for Year 7 entry should apply by the application deadline (the date is published on the school website). The first stage of the selection procedure consists of an academic entrance assessment during the Autumn term. The examination consists of standardised papers in mathematics, English and non-verbal reasoning together with an extended English free-writing task which are generally taken in the December before admission the following September. The examination acts as a screening process to suggest those who might have the potential to cope with the academic education which Claremont Fan Court has to offer. Candidates who achieve successful examination results may be invited for interview.

4.3. Interview procedure

Applicants who are successful in the examination will be invited for an interview which is usually held in the January after the written examinations (late applicants are dealt with similarly).

Candidates will be interviewed by a member of the admissions panel. This panel consists of senior leaders from the senior school.

The interview is a major factor in the selection process and the aim is to make the procedure fair and consistent for those candidates who move forward to this stage. In the interview, the aim is to explore the candidate's intellectual curiosity, to discover his/her co-curricular interests and talents and to evaluate his/her interpersonal skills in order to choose those who will be most suited to life at Claremont Fan Court School, both in and out of the classroom.

4.4. Special educational needs and disability

The school makes reasonable adjustments to enable pupils with a specific learning difficulty or disability to access the assessment process and demonstrate their ability, in line with normal Joint Council for Qualifications (JCQ) regulations.

Access arrangements such as additional time or a laptop may be allowed in part of the assessment (subject to the approval of the school's special educational needs co-ordinator) for pupils who have an identified learning difficulty, disability or limited English proficiency. Submission of any relevant reports from an Educational Psychologist or appropriately qualified specialist together with confirmation from the applicant's current school as to their normal way of working is expected to be provided at the time of application and in any event received by the school by no later than the application deadline in order to be taken into consideration. Parents will be formally informed of the access arrangements that can be offered to the applicant when the invitation to assessment is sent in November.

Individual cases will be carefully considered during the interview part of the assessment.

The expectation of this school is that children can work independently and should be able to access the curriculum without the support of an LSA in the classroom.

The individual needs department can provide individual specialist lessons to support development of English, mathematics and study skills. There is an additional charge for these lessons.

4.5. Final selection procedure

After all the interviews have taken place, the admissions panel will meet with the admissions selection committee (consisting of the head, members of the senior school's senior management team and the SENCO) and will recommend candidates who, in their opinion, should be offered places. The criteria by which the candidates will be selected for entry are:

- Satisfactory results gained in the examination papers. It is expected that successful pupils will achieve, as a minimum, a standard comparable to or above the national average in all aspects of the assessment.
- Satisfactory report from the previous school and, in particular, its verification of pupil progress, behaviour and teachers' identification of innate potential.
- Satisfactory reference obtained from the child's current school.
- Positive interview, if conducted, with the child.

An unsuccessful application will be notified by email and letter. Claremont Fan Court is an independent school and reserves the right to refuse an application without provision of specific reasons.

The head will take the final decision on offers made. The bursar will advise on financial aspects concerning the award of bursaries and scholarships.

The offer of a place to a child who has reached the required standard is not conditional on any factor. However, a child who does not reach our required standard may still be offered a place by agreeing to specific IN or EAL support to be paid for by the parents.

Should information be received subsequent to an offer, or after the starting date of a child, that materially alters the application for admission, the school reserves the right to review the offer or the status of that child.

4.6. Late applications

Candidates who apply after the application deadline may be considered for entry at the discretion of the head. These pupils will be invited for assessment and interview if there are vacancies in the year group. Candidates will be selected on the same criteria as listed above.

4.7. Occasional vacancy applications

Entry into Years 8-10 and within Year 7 are considered on the basis of availability arising in those year groups.

Candidates should submit applications which will be screened upon receipt.

If the head of admissions and head decide that the content of the report and other information provided on the application form show the academic performance, behaviour or other relevant factors do not reach the appropriate standard, the application will be declined. In that circumstance, part reimbursement of the registration fee may be made at the discretion of the head.

Candidates will be required to sit academic assessment under the supervision of the head of admissions. Successful candidates will be interviewed by the head and/or a senior leader in the senior school.

Online assessments can be arranged for remote testing of applicants based overseas. It is the expectation of the school that the candidate's existing school will invigilate these assessments on its behalf.

References will be taken up from previous school(s).

Offers will be made to parents by the head. As an independent, selective school, the school reserves the right to refuse an application without provision of specific reasons.

5. Entry into sixth form

5.1. Applications from existing Claremont Fan Court School pupils

The basic requirements to enrol at Claremont sixth form are contained within the A Level curriculum booklet. Internal Year 11 candidates are not expected to be on the senior school's discipline code.

Internal Year 11 candidates do not need to submit an application form for entry into sixth form.

5.2. Applications for Year 12 entry for new entrants

The first step in the admissions process is to complete the application form on the website and pay the registration fee by the application deadline.

All external candidates will be invited to the sixth form admissions assessment event, typically held during the Autumn term of Year 11, to include academic assessment together with an interview by a senior leader in the senior school.

References will be taken up from candidates' existing school(s).

5.3. Final selection procedure

After all the interviews have taken place, the admissions panel will meet with the admissions selection committee (consisting of the head, head of sixth form, members of the senior school's senior management team and the SENCO) and will recommend candidates who, in their opinion, should be offered places.

Offers of places will be made provided the following criteria have been met:

- Candidates scoring a satisfactory level in the academic assessments
- The interview has been satisfactory
- The references are supportive
- We can provide the right combination of courses
- There are places available

Offers are conditional until GCSE results are available in the summer of Year 11, at which point the offers will be made unconditional provided the course grade prerequisites have been met (see A Level curriculum booklet).

5.4. Late applications

Candidates who apply after the application deadline may be considered for entry at the discretion of the head. These pupils will be invited for assessment and interview if there are vacancies in the year group. Candidates will be selected on the same criteria as listed above.

5.5. Progression from lower sixth to upper sixth

In order for a student to continue on to the higher level, the following conditions must be met:

1. The student achieves at least a C grade in the summer exams in the subject in question;
2. The student's track record of completion of assignments, attendance at lessons and personal attitude and behaviour in lessons during the lower sixth has been satisfactory in the professional opinion of the subject teacher(s) concerned;
3. Should the student not meet both of these conditions, he/she will only be allowed to progress to the final year of study at the discretion of the senior deputy head of senior school and the head of faculty.