

Admissions Policy

Policy statement

Claremont Fan Court School is an academically selective, independent, co-educational School. The ethos is based on spiritual and moral values which parents and pupils must recognise and agree to uphold. It welcomes applications from boys and girls from all social or cultural backgrounds who will profit from an academic, values-based education with an emphasis on independent learning, and who will contribute fully and enthusiastically to, and benefit from, the wider life of the School.

Entry into the school can be at any age from 3 years to 17 years but the most common entry points are into Nursery and Reception (aged 3 and 4 years) in the Lower Junior School, into Year 3 in the Upper Junior School and into Year 7 and the Lower Sixth Form in the Senior School. Students are assessed for entry as outlined below.

Procedure

1.0 Entry into the Junior School

Prospective pupils are assessed for entry from Year 1 upwards. The assessment consists of a standardised mathematics paper and internally set papers in English up to and including Year 3 and standardised mathematics and English papers in Years 4 through 6.

In the Lower Junior School the child generally visits the school for a day and the assessments are administered within that time.

In the Upper Junior School prospective pupils will generally visit the school for a day. Assessments are administered in January before admission the following September. An interview with the Head of the Upper Junior School is an integral part of this assessment. Children applying for entry into the Upper Juniors after the January assessment date will be assessed when they visit for the day.

When it is not possible to interview a child because of a late application or because a child is overseas, a place may be offered based on past school reports and assessments.

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. However, a pupil with uneven test performance but significant strengths will be considered.
- The report from the previous school – in particular its assessment of pupil progress, behaviour and the teacher's identification of innate potential.
- Interview with the parents and the child.
- Occasionally a conditional place may be offered subject to a probationary period.

1.1 Specific Learning Difficulties

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 students who have an identified learning difficulty or limited English proficiency. A non-verbal reasoning test is also administered for EAL students. Individual cases will be carefully considered during the interview part of the assessment. Submission of any relevant

professional reports is expected at the time of application and these will be taken into consideration.

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

Students that are statemented will be considered for promotion to the next key stage on a case by case basis with the Head of School.

1.2 Final Selection Procedure

In the Lower Junior School the Head will consult with the year level teachers involved with the assessment process.

In the Upper Junior School the Head will consult with the Upper Junior Deputy and the year level teachers involved in the assessment process.

Following these discussions the Head of each school as appropriate will then write to the parents of the applicant giving his/her decision.

The offer of a place may be conditional on the child receiving 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 pupil.

2.0 Entry into the Senior School

Entry is academically selective by examination and then interview. The examination consists of standardised papers in mathematics, English and verbal reasoning together with an extended writing task which are generally taken in the January before admission the following September. This is the first stage of the selection procedure. It 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 are then invited for interview. 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 a standard comparable to or above the national average in all aspects of the assessment. (As a guide, our expectations are good level 4 passes in English, mathematics and science at KS2). However, a pupil with uneven test performance but significant strengths will be considered.
- Satisfactory report from the previous school and, in particular, its verification of pupil progress and teachers' identification of innate potential.
- Satisfactory reference obtained from the child's current school.
- Positive interview with the child.

2.1 Internal applicants from Y6 in the Upper Junior School

All Year 6 students who wish to be considered for entry in to the Senior School sit the same entrance test in the January before admission the following September. The criteria by which these candidates will be selected are the same as for external candidates.

2.2 Special Learning Difficulties

Extra time or the use of a word processor or Modern Language dictionary may be allowed in part of the exam (subject to the written recommendation of an educational psychologist, or SDL and the approval of Claremont Fan Court School's Special Educational Needs Co-ordinator) for those applicants with a specific learning difficulty (SLD), a physical disability or who have applied from overseas and do not have a proficiency in spoken and written English.. Submission of any relevant professional reports is expected at the time of application and these will be taken into consideration.

2.3 Interview with applicants

Applicants may be invited for an interview which is held after the written examinations. All potential candidates are interviewed in the week following their examination in January. (Later applicants are dealt with similarly.)

Since the interview is a major factor in the selection process, the aim is to make the procedure fair and consistent for all candidates. In the interview the aim is to explore the candidate's intellectual curiosity, to discover his/her extra-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.

2.4 Interview procedure Year 7

Candidates will be interviewed by a member of the Admissions Panel. This panel consists of established members of staff, members of the Senior Management Team and Year Heads. Candidates invited for a scholarship interview will have a general interview with the Principal.

After all the interviews have taken place, the Admissions Panel will meet with the Admissions Selection Committee (consisting of the Principal, Head of Senior School, Director of Studies, SENCO and Head of Year 7) and will recommend candidates who, in their opinion, should be offered places.

2.4a Year 8 – 11 Applicants

Candidates will be tested under the supervision of the Director of Studies, and interviewed by the Head of Senior School and relevant Head of Year. References will be taken up from previous school(s). After discussion between the Director of Studies, Head of Senior School and Year Heads, decisions and offers will be made to parents by the Head of Senior School.

2.5 Final selection procedure

As a result of the interviews and after consultation with, and advice from, the Admissions Panel, the Selection Committee will convene to decide collectively to whom offers will be made. The Bursar will be asked to advise on financial aspects concerning the award of bursaries and scholarships.

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 pupil.

2.6 Candidates who apply after the January assessment

These pupils will be invited for interview and testing if there are vacancies in the appropriate year group. Candidates will be selected on the same criteria as listed above.

3.0 Candidates applying for entry at Sixth Form

All external candidates will be interviewed by the Head of the Senior School and Head of Sixth Form. Offers of places will be made provided that the following criteria have been met:

- We can provide the right combination of courses
- There are places available
- References are supportive
- The interview has been satisfactory
- The course requirements have been met (The basic requirement to enrol at Claremont Sixth Form is minimum of B grade or above at GCSE in subjects to be studied at A 'level within a total of seven or more GCSE grades at A*-C)

3.1 Internal candidates from Year 11 in the Senior School

The basic requirement to enrol at Claremont Sixth Form is minimum of B grade or above at GCSE in subjects to be studied at A 'level within a total of seven or more GCSE grades at A*-C.

3.2 Progressions from AS to A2

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 grade D in the summer AS Level 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 A2 at the discretion of the Director of Studies and the Head of Faculty.

4.0 Candidates who apply to the school from abroad

Overseas applicants are welcomed at Claremont Fan Court. Candidates need to demonstrate ability equivalent to our entry standards for other pupils by sitting entrance tests at school. Candidates who do not have a proficiency in spoken and written English may be advised to attend a Language School before being admitted to the Senior School. Pupils who are admitted will be given a probationary place to be reviewed during the first

year of entry. Parents will also be required to pay the cost of the school providing individual EAL lessons or for in class support.

5.0 Policy for siblings

In keeping with the school's family ethos, in cases of candidates with relatively similar academic merit and interview performance, priority will, where possible, 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 written examination papers to be invited for an interview and, in our view, shows the potential to take advantage of all that the school offers.

6.0 School Staff children

Sons and daughters of established members of staff at Claremont Fan Court School will be subjected to the same selection process as siblings of current school pupils. They will be admitted, provided they do sufficiently well in the written examinations and interview, and can demonstrate that they will benefit from a place in the school.
