



FINTON HOUSE SCHOOL

ADMISSIONS POLICY

Member(s) of staff responsible: Kate Hebblethwaite (Registrar)

Date Revised: September 2024

A copy of this policy is available to all governors and parents via the school website or a hardcopy on request from the School Office. It is accessible to all staff electronically (in the Policy folder on the Staff Admin Drive) and a hardcopy held on file in the Head's Office. This policy applies to all at the school including those in Reception (the EYFS).

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1. General

Finton House is a non-selective, co-educational independent day school for pupils from ages 4 to 11. The School has approximately 340 pupils.

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 come and visit Finton House. We hold a number of Open Mornings each term, which will give you a general introduction to the School. Details are published in advance on our admissions system, OpenApply.

We are also very happy to welcome prospective parents at other times for a private tour. Please contact the School's Registrar, Kate Hebblethwaite on 020 8682 5757 registrar@fintonhouse.org.uk to arrange a visit.

2. The Entry Procedure

Reception (children aged four) is the main entry point to the School and Finton House has a policy of non-selective entry with places being offered on a first come, first served basis, with no interview or assessment with the exception of siblings and the children of Old Fintonians, who have priority places in accordance with the policy. Parents who live in close proximity to the school on Wandle, Hendham and Brodrick Road will also be given priority.

3. Equal Treatment

Finton House'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. We have a bursary programme which offer children who are aged seven or over a bursary award, as long as places are available. Finton House is committed to equal treatment for all, regardless of a candidate's sex, ethnicity, religion, disability, gender reassignment, sexual orientation or social background.

4. The Admission Process for Reception

Finton House welcomes all pupils and the School has strong traditions in being an inclusive school and embraces the Finton House Goals: Kindness, Curiosity, Resilience, Communication, Morality and Self-belief. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

- Enquiry

Parents fill out an enquiry form online to register their interest in the School. Reception (children aged four) is the main entry point to the School and Finton House has a policy of non-selective entry with places being offered on a first come, first served basis, with no interview or assessment with the exception of siblings and Old Fintonians, who have priority places in accordance with the policy.

- Register

Parents register directly online and applicants for Reception are encouraged to register their child as soon as possible after birth, and pay a non-refundable registration fee of £100. Please note that this does not guarantee your child a place at the School. We advise parents to register their child in the correct year and according to their child's birth, unless they have been given professional advice otherwise. Children in Reception are taught with differentiated teaching methods and therefore we accommodate a wide range of birthdays.

Once applicants are registered, your child will be placed on an Entrance list or a Reserve list. The list is divided between two birth dates: 01 September and 28 February, and 01 March and 31 August. Once places on the Entrance List are filled, subsequent applicants are placed on a Reserve List.

- Offer

Eighteen months ahead of the expected date of admission to Reception, the Registrar will offer places to parents on the Entrance List via their admissions account and all paperwork will be sent electronically to both parent/guardian email addresses. Subsequent places will then be offered to applicants on the Reserve list.

- Acceptance

To accept a place, parents complete and sign a Parent Contract (Acceptance Form and Terms & Conditions) and pay a deposit of £2,500. Once completed, signed and submitted, along with the deposit paid, you and Finton House School enter into a legally binding contract upon the School's Terms & Conditions.

- Admitted

Children have a staggered start to Reception to ensure they have a smooth start to term. If the child starts at School and is later found to have Special Educational Needs the criteria outlined under the Special Educational Needs section will be applied.

- Withdrawal

If a place is cancelled after acceptance, the deposit will not be refunded.

If the offer of a place and its acceptance are both made entirely at distance by means of electronic communication without either parent meeting face to face with a member of the School staff during the contractual process, parents may cancel this agreement at any time within 14 days of the date of the form of acceptance. In such circumstances the deposit, if paid, will be refunded together with any fees paid pro-rated if the School has provided any educational services under this agreement.

5. Occasional Vacancies

The School's main entry point is Reception, however, some places may become available in other year groups and candidates are placed on a waiting list once registered, with siblings and Old Fintonians given priority where possible.

The selection process is based on observing informal play for younger candidates or/and an informal assessment for older candidates, a recent school report, references and other relevant information from the candidate's previous school is required.

It is advisable to contact the Registrar before registering your child to see if any places are available.

6. Sibling & Staff Policy

Siblings and the children of Old Fintonians will be offered a definite place in Reception on the Entrance list as long as they are registered 18 months prior to entry. Any registration accepted after this date will be given priority on our Reserve list.

Siblings and children of Old Fintonians will be given priority in other year groups, as long as places are available. 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 setting.

Children of staff are given priority to the School from Reception, if places are available, and if the child is registered 18 months prior to entry. The registration and deposit fee will be waived during the admissions process. Staff-parents have a discount on school fees as an employee of the School, as set out in the Employment Handbook.

7. Special Educational Needs and Disability (SEND)

Finton House allocates places to children of all abilities including those with special needs on a first-come, first-served basis. This is dependent upon the school being able to meet the child's needs.

Registration

The application process for all children is the same. Parents are asked to disclose as early as possible any information about their child's early development/special educational needs which might lead to the need for additional support at school.

Parents will need to provide copies of any reports disclosing any medical condition, allergy, learning difficulty, disability or emotional/social difficulty and any previous reports that may be relevant to their child's application. A discussion or observation may be arranged with the SENCo before proceeding with the application to ensure we can meet the child's needs, using the criteria below:

- Whether the child will be able to access the mainstream curriculum and inclusive environment at the school.
- Whether the school has the skills, knowledge, facilities and resources to meet the child's needs.
- Whether any adjustments are required to accommodate the child in the school, and if so whether these are reasonable for the school to put in place.
- Whether the child's attendance would be incompatible with the efficient education of others and detrimentally affect their good progress.

Offer

If we feel that the child is able to meet the criteria above and a place is available, a place will be offered. **If parents have not disclosed any information regarding Special Educational Needs prior to being offered** and it is then decided, using the criteria above, that the School is not able to meet the child's needs, the place will be withdrawn and any deposit paid will not be refunded.

Acceptance

If parents have disclosed information regarding Special Educational Needs prior to being offered and there are any changes to the child's needs between the offer and acceptance and it becomes apparent that the School is not able to provide a suitable setting for the child, then a meeting will be held with parents to explain the situation and to make clear the reasons why the offer of a place is being withdrawn and the deposit will be refunded. This decision will be reached through ongoing dialogue between parents, School and any relevant external specialists and by using the criteria above. This decision will be followed up in writing.

Admitted

If the child starts at Finton House and is later found to have Special Educational Needs that require 1:1 support, the above criteria will also be followed and a discussion will take place with parents. It may be decided that:

- The School is no longer the best setting for the child and an alternative setting must be found.
- Parents will be required to make a reasonable contribution towards the cost of providing 1:1 support for their child.
- It is reasonable for the School to ask for a contribution from the parents towards the specific 1:1 support the child requires. To meet this cost it may be appropriate for parents to apply for an Educational Health Care plan in order to gain funds to help towards the support their child needs (see section on Educational Health Care Plans & Annual Reviews). The School will assist the parents in making such an application. If the parents don't wish to apply for an EHC plan or are unsuccessful with the application the school will continue to require a 'reasonable' contribution towards the 1:1 specific support for their child.

Please refer to the Special Educational Needs and Disability Policy for more information.

8. Bursaries

Finton House's bursary programme is to promote public benefit in providing the opportunities and advantages of independent education to all children. The School offers bursaries to entrants in Year 3 and Year 4. The Bursary registration and financial form can be obtained from the online admissions system. Bursaries are means-tested in accordance with the criteria published in the Sally Walker Bursary Policy, which is on the school's website. 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.

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. School Terms & Conditions

The School's Terms and Conditions (Parent Contract) are on the School's website and will be made available to Parents as part of the admissions process.

10. Data Protection

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice and Records Retention Policy, which is available on the School's website. The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose. This will generally be no more than 6 months following an unsuccessful application, but reasons to retain for longer might include: if the parents express an interest in the candidate re-applying for any reason at a later date, or in the potential candidacy of another sibling; or to deal with any ongoing matters or queries arising from the application.