



FRANCIS HOLLAND SCHOOL

SLOANE SQUARE SW1

Admissions Policy

Introduction

This document is intended to provide some guidance and further explanation, for parents, on the policies and procedures relating to admission of pupils to Francis Holland School, Graham Terrace.

Policy Statement

Francis Holland is an academically selective school and pupils are offered places on the basis of the selection procedures described below.

Equal treatment

All candidates for admission to the school will be treated equally irrespective of their, or their parents, race, colour, religion, nationality, ethnic origin or social circumstances. We recognise and respect the variety of religions represented in the school community but we expect all pupils to attend school assemblies and church services, which are fundamental to our Christian ethos. The school buildings are not well suited to candidates with serious disabilities but we are committed to improvement in this area and will make every effort to accommodate a candidate with a disability.

Special needs

We will work with parents and a candidate's current school in order to make reasonable adjustments to our admissions procedure for any candidate with a special need and for whom there is expert advice concerning the admission process.

Age of entry

Candidates are assessed for entry as follows:

into Reception - the class for 4/5 year olds - annually in the Spring Term

into Year 7 - the class for 11/12 year olds - annually in the Spring Term

into the Lower VI - the class for 16/17 year olds - annually in the Autumn Term

into other year groups - from time to time

Candidates may be assessed for entry into any year group at other times if a vacancy should arise.

Entry into Reception

Candidates are invited into school for half a day during which time they will be assessed in group activities. We are looking for potential and readiness to learn. Parents must visit the

school before their daughter will be tested. Applications must be received by the end of July, roughly 13 months in advance of the proposed start date

Entry into Year 7

All candidates take papers in mathematics and English set by the North London Schools Consortium.

All candidates are invited to school for half a day and will be assessed further by means of interview(s) and group activities. Applications must be received by the end of November, roughly 9 months in advance of the proposed start date.

Entry into the Lower VI

All candidates will be assessed on a mixture of written papers, set by the school, and interviews according to the subjects to be studied as AS level. For certain subjects, eg Art, candidates may be required to submit samples of previous work in that subject.

Entry into other years

Candidates will normally be assessed in mathematics and English and will be interviewed. Candidates for entry into year 8 or above may also be assessed in other subjects eg French or science. This will depend on the candidate's educational background.

References

For entry into Year 7 and above, the Head of the candidate's current school will be asked to provide a reference as to the candidates academic ability, attitude and behaviour, involvement in the school community, talents and interests and any other special circumstances, such as special educational needs or a disability. The reference may also ask for results, or predicted results, for tests taken at, or to be taken at, school eg NFER tests, SATs, GCSE mock results and/or predictions.

Candidate's age

Very occasionally we may offer a place to a candidate one year ahead or behind her standard year group, if we consider, as a matter of professional judgement that it would be in the best interests of the pupil and the school.

Special Circumstances

We recognise that a candidate's performance may be affected by particular circumstances, for example:

- if the candidate was unwell when taking the tests or has had a lengthy absence from school
- if there are adverse family circumstances such as recent bereavement
- if there is an unusual educational history such as education outside the British system
- if a candidate has a disability or a specific learning difficulty
- if English is not the candidate's first language

In any such case we may request further information, e.g. a medical certificate or a report from a suitable professional, and any associated correspondence, or samples of work and a further report from the candidate's current school. Information on special circumstances must be given to the school before or at the time of the examinations and interviews.

Disclosure of additional information

Parents must also disclose, as soon as possible, and certainly in advance of the publication of results, and particular known or suspected circumstances relating to the candidate's health, allergies, disabilities, or learning difficulties.

Additional Factors

Francis Holland School is over-subscribed. If we have to decide between two or more candidates who meet our admission requirements after all appropriate allowances have been made and special consideration has been given, we may give preference to

- a candidate who already has a sister in the school
- a candidate whose mother is a former pupil of the school
- a candidate whose parent is a current member of staff
- a candidate with a particular skill, talent or aptitude

Admissions Register

For each pupil, the admissions register will contain:

- Name in full
- Sex
- Name and address of both parents, with an indication of the parent with whom the pupil normally resides.
- At least one emergency telephone number
- Day, month, and year of birth
- Day, month, and year of admission or re-admission to the school
- Name of last school attended, if any
- (Addresses of these schools are kept on a separate database)

SJP Jan 2004

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