



FOREST SCHOOL

Admissions Policy Whole School including EYFS

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1 General Policy Statement

- 1.1 Forest School is a selective, fee-paying school. Children are admitted on the basis of their success in competitive admissions procedures, which include written examinations and interviews.
- 1.2 The aims of this policy are to:
- set out the particulars of the School's policy on and arrangements for admissions to the School
 - to describe how the School identifies and admits children who will benefit from the education and other opportunities available at the School and who will contribute to and benefit from the ethos and activities of our School community
 - to ensure compliance with the School's responsibilities under the Equality Act 2010.
- 1.3 The procedures set out in this policy apply at each of the main points of entry to the School and also to applicants for occasional vacancies in any other year group. The procedures also apply to existing pupils who are progressing through the School.
- 1.4 This policy has regard to the following guidance and advice:
- Children missing education (DfE, September 2016); and
 - School attendance (DfE, July 2019).
- 1.5 This policy should be read in conjunction with:
- Equal Opportunities Policy
 - Data Protection Policy
 - Learning Support Policy
- 1.6 School's Terms and Conditions
The School's Terms and Conditions are made available to parents as part of the admissions process; however, this does not confer a binding contractual obligation on the parents at that stage.

2 Admissions criteria

- 2.1 The admissions criteria for external applicants are:
- success in the relevant entrance assessments; and
 - satisfactory interview (where applicable); and
 - a positive confidential reference from the applicant's present school (if applicable); and
 - commitment to the School's ethos as described in the School's aims.
- 2.2 We reserve the right to restrict the offer of places to children who we feel can benefit from the broad and varied curriculum offered and make a positive contribution to the School community.
- 2.3 All applicants must have the legal right to live and study in the UK.

- 2.4 It is assumed that pupils will automatically progress through the School, subject to him/her meeting the required standards of behaviour and progress.

3 Admissions Procedures

- 3.1 Information about registration is available in the School prospectus and on the website.
- 3.2 The details of the admissions procedure vary according to the age of the applicant. Parents of applicants are informed by an agreed date of the outcome of the application. There is no mechanism for appeal against a decision, although bona fide enquiries will be considered sympathetically by the School.
- 3.3 The procedure to be followed at each entry point is as follows:

4+ Entry

- 3.4 Applicants will be assessed on a series of low-key activities which include: - picture recognition, some letter recognition, following a pattern, knowing colours, counting, drawing, naming simple shapes, sequencing, listening to a story, playing and responding sensibly to the adults who are present.
- 3.5 At 4+ pupils are assessed within a range of similar birth dates and places are awarded across the year group.

11+ Entry

- 3.6 All 11+ Candidates will be interviewed prior to the entrance examination.
- 3.7 Applicants will be required to take an entrance examination in English and Mathematics.
- 3.8 A written confidential reference from the applicant's present school is also required.

13+ Entry

- 3.9 Applicants will be required to take an entrance examination in English and Mathematics.
- 3.10 Applicants who have performed satisfactorily in the entrance examination will be called for interview with a senior member of staff and will be notified by email.
- 3.11 A written confidential reference from the applicant's present school is also required.

16+ Entry

- 3.12 Applicants will be required to take an entrance examination. Applicants who have performed satisfactorily in the entrance examination will be called for interview with a senior member of staff and will be notified by email.
- 3.13 Applicants for entry into Sixth Form must have achieved at least grade 4/C in English and Mathematics; and at least three 7/A grades and three 6/B grades; and the required grade at I/GCSE in the qualifying subject(s) required for their chosen courses.
- 3.14 Applicants who apply to Sixth Form without I/GCSEs will be assessed through the entrance examination to ascertain their suitability for the Sixth Form curriculum. We

may take into account other equivalent qualifications held by these applicants.

- 3.15 A written confidential reference from the applicant's present school is also required.

Occasional Places

- 3.16 Other points/years of entry may be considered if places become available. This will be at the discretion of the Warden and Registrar.

4 Written Examinations

- 4.1 The dates of entrance examinations are publicised well in advance. Examinations are conducted at the School or administered remotely from the School.
- 4.2 Full details of the format and content of the entrance examinations and copies of sample papers (at 11+, 13+ and 16+) are available on the website.
- 4.3 Written entrance examination scripts are marked, assessed, moderated and scrutinised by senior staff. Every effort is made to ensure fairness and consistency in the outcomes. All internal materials relating to assessment, such as entrance examination scripts, interview notes and results remain the confidential property of Forest School.
- 4.4 Candidates who are based outside the UK may take the exam at their current school, or suitable alternative venue such as a consulate or embassy. To be considered for an academic scholarship, applicants who are based outside the UK must take the exam on the same day as the UK candidates and as close to the same time as the time difference allows. It is the parents' responsibility to make these arrangements on behalf of applicants based outside the UK and the Admissions Office must be completely reassured by the venue and proposed invigilator.

5 Scholarships, Bursary Awards and Assisted Places

- 5.1 A number of scholarships, bursaries and Assisted Places are available. Please see the School's website ([Scholarships, Bursaries & Assisted Places](#)) or the Assisted Places Policy or for further information or contact the Admissions Office admissions@forest.org.uk

6 Reasonable Adjustments

- 6.1 Parents of a child who has any disability or special educational needs should provide the School with full details on registration. The School needs to be aware of any particular requirements which may affect a child's ability to participate in the admissions procedure and to take full advantage of the education provided at the School.
- 6.2 The School shall determine the reasonable adjustments that are required for the applicant based on the information provided, in accordance with the School's obligations under equality legislation. The School will consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the child and that the School can cater adequately for the child should an offer of a place be made.
- 6.3 Exam access arrangements for admissions are facilitated in line with JCQ regulations

and, where applicable a report written by an appropriate professional should be submitted by the parents in advance of the entrance examination so that the School may consider any adjustments which can reasonably be made. A copy of relevant up-to-date documentation indicating any medical, special educational need and/or disability should be submitted to the Admissions Office at least one month before the date of the entrance examination.

7 Equal Opportunities

- 7.1 All applicants for admission will be treated equally, irrespective of their or their parents' race, sexual orientation, religion or belief, pregnancy or maternity, sex, gender reassignment or any disability. Applicants will also be treated equally in respect of their parents' age, sex or marital or civil partnership status. Forest School's Equal Opportunities Policy is available on the website.

8 Siblings

- 8.1 Priority is not given to siblings of a current pupil and all siblings must meet the admissions criteria set out at section 2.

9 Internal progression of Pupils

- 9.1 Subject to satisfactory academic progress and conduct it is expected that pupils will remain at Forest until the end of Year 13.
- 9.2 Pupils wishing to progress from the Preparatory School to the Senior School at 11+ are not required to sit the School's 11+ entry examination. A pupil's progress to the Senior School is assumed to be automatic, unless parents have been consulted by the Head of the Preparatory School before the end of the Lent Term, if there appears to be any reason why the pupil may be refused a place in the Senior School. In such cases, and at the discretion of the Head of the Preparatory School, the pupil would need to pass the School's 11+ entry examination to qualify for transfer.
- 9.3 Pupils wishing to apply for a Scholarship or Bursary at 11+ or an 11 + Assisted Place are required to follow the same procedure as external applicants for awards (including sitting the entrance examination in January and attending specific interviews or auditions). Please see the website or the 11+ Assisted Places Policy for further information.
- 9.4 Progress to Y12 is subject to the pupil achieving the same grade requirements as required for 16+ entry above for external applicants.

10 Record Keeping and Confidentiality

- 10.1 The information created in connection with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published privacy notices on its website which explain how the School will use personal data.
- 10.2 All records created about the Applicants will be held on file with due regard to data protection legislation and the School's Retention of Records Policy.
- 10.3 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 one year following an unsuccessful application, but reasons to retain for longer might include: e.g. if the parents express an interest in the applicant 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.

11 Admissions Register

11.1 For pupils admitted to the School, the School will:

- maintain an admission register; and
- inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points
- in accordance with the requirements of the Education (Pupil Registration) (England). Regulations 2006 (as amended).

12 Addendum

This information deals with how your data is used and kept secure throughout the bursary assessment process.

The School employs the services of Bursary Assessment Associates to undertake the financial evaluations used to assist it in making bursary award decisions.

For the purposes of your application:

- The School is the Data Controller of your information
- Bursary Assessment Associates is the Data Processor of your information

The following process explains how your information is handled throughout the process:

1. An Application Form will be completed and submitted to Bursary Assessment Associates as directed by the school. Supporting paperwork must be included as part of this submission.
2. In exceptional circumstances, a paper Application Form and supporting paperwork may be sent either to the school or to Bursary Assessment Associates, if sent to the School, this will be scanned and securely transmitted to Bursary Assessment Associates so that they may undertake the assessment required by the school.
3. Bursary Assessment Associates is registered with the Information Commissioner's Office and has satisfied the school as to its arrangements regarding the security of any information and documents you may provide as part of your application.
4. Bursary Assessment Associates will contact you to make an appointment for a home visit if this has been required by the school, or to make enquiries which will ensure that any paper financial review is as correct as it can possibly be.
5. Bursary Assessment Associates will send its report on your application securely to a named person at the school and will then withdraw from the process unless the school has any further enquiries, they wish the company to make.
6. Bursary Assessment Associates will scan and store securely on fully protected servers any applications, notes and supporting documents regarding your application, and

shred any paper documents securely.

7. The electronic records will be archived on fully protected servers for between three to seven years according to the Schools data retention policy.

It should be noted that this process is undertaken only for the purposes of considering your application for a Bursary, and your information will not be passed to any third party

It should also be noted that the report produced by Bursary Assessment Associates is the property of the school and the report is confidential.