



# FOREST SCHOOL

## Admissions Policy

Whole School including EYFS  
v1.3

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## CONTENTS

1	General Policy Statement .....	3
2	Admissions criteria.....	4
3	Admissions Procedures .....	4
4	Written Examinations .....	5
5	Scholarships, Bursary Awards and Assisted Places.....	6
6	Reasonable Adjustments.....	6
7	Equal Opportunities .....	6
8	Siblings.....	7
9	Internal progression of Pupils.....	7
10	Record Keeping and Confidentiality.....	7
11	Admissions Register .....	7

# 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 digital and written examinations and interviews (where applicable). Forest's all-round educational provision is predicated on being a co-educational basis, framed by the following values: Growth/Diversity/Community/Hard Work/Learning/Wellbeing/Responsibility.
- 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 been prepared to meet the School's responsibilities under:
  - Education (Independent School Standards) Regulations 2014;
  - Statutory framework for the Early Years Foundation Stage (DfE, September 2021);
  - Education and Skills Act 2008;
  - Children Act 1989;
  - Childcare Act 2006;
  - Equality Act 2010; and
  - Data Protection Act 2018 and General Data Protection Regulation (GDPR)
- 1.5 This policy has regard to the following statutory guidance and advice:
  - Children missing education (DfE, September 2016);
  - SEND Code of practice: 0 to 25 years (DfE and Department of Health, May 2015); and
  - Working together to improve school attendance (DfE, September 2022).
- 1.6 This policy should be read in conjunction with:
  - Equal Opportunities Policy
  - Data Protection Policy
  - Learning Support Policy
- 1.7 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;
- satisfactory interview (where applicable);
- a positive confidential reference from the applicant's present school (if applicable);
- commitment to the School's ethos as described in the School's aims
- ability and willingness to benefit from the School's broad and varied curriculum; and
- will make a positive contribution to the School community.

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 a 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 and the School continuing to be able to meet their needs.

## 3 Admissions Procedures

3.1 To register for a place, parents are required to complete a registration form, which is available on the School's website and to pay the applicable registration fee. Further 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 As part of our Admissions process we request a confidential information form to be completed by the School SENCO. The information requested on this form is needed because the School has contractual and statutory duties towards your child. We use the information given in this form in order to: to process and provide suitable alternative examination arrangements for the child as part of the entrance process, to process and provide suitable alternative examination arrangements for the child throughout their time at Forest, should they be accepted. Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- we have a contractual obligation to check we are providing the correct SEN/Medical provisions for pupils,
- we have a legal obligation to provide reasonable alternative arrangements for pupils that require them,
- we have a legitimate interest in ensuring we provide these adjustments.

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 and take part in a collaborative task.
- 3.7 Applicants will be required to take a digital assessment and a written paper-based assessment of written English.
- 3.8 A written confidential reference from the applicant's present school is also required.

#### **16+ Entry**

- 3.9 Applicants will be required to take an entrance examination. Applicants who have performed satisfactorily in the entrance examination may be called for interview for a fee paying place or for a scholarship (as applicable) with a senior member of staff and will be notified by email.
- 3.10 Applicants for entry into Sixth Form must have achieved at least grade 5/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.
- 3.11 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.
- 3.12 An applicant for 16+ entry who was previously unsuccessful in the entrance examination but who subsequently achieves the I/GCSE entry requirements in 3.10 may re-apply for 16+ entry on the day the results are issued and may be called for interview for a fee paying place with a senior member of staff and will be notified by email.
- 3.13 For all applicants at 16+ entry a written confidential reference from the applicant's present school is also required as well as a copy of their most recent report, probably from the end of Year 10.

#### **Occasional Places**

- 3.14 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 familiarisation materials for the entrance assessments (at 11+ and 16+) are available on the website.
- 4.3 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 contact the Admissions Office [admissions@forest.org.uk](mailto:admissions@forest.org.uk)

## 6 Reasonable Adjustments

- 6.1 The School will make any reasonable additional or alternative arrangements to ensure that the School's admission procedures are accessible to disabled children.
- 6.2 The School will consult with parents and such other persons or organisations as necessary in order to ascertain a child's particular needs and the nature of any additional or alternative arrangements which would be required to meet them if an offer of a place was made.
- 6.3 Parents of a child who has a disability or special educational needs are required to provide the School with full details of this on registration, including copies of all written reports and other information. If the parents refuse or fail to provide details about a child's disability or special educational needs where these are known the School will exercise its right not to progress the application for admission.
- 6.4 Exam access arrangements for admissions are facilitated in line with Joint Council for Qualifications regulations. As such, a report written by an appropriate professional should be submitted along with an accompanying letter from the current school SENCo detailing current exam access arrangements, at least one month before the date of the entrance examination. Documents received after this date cannot be processed in time for the exams.

## 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 at the proposed time of entry, admission is not automatic 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 if successful, being invited to attend 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 A confidential admissions record will be kept for each candidate.
- 10.3 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.

## 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).