

FINBOROUGH SCHOOL
ADMISSIONS POLICY
(INCLUDING SCHOLORSHIPS, BURSARIES AND DISCOUNTS)

Admissions

This policy applies to the whole school including EYFS

Admission to Finborough School depends upon a prospective pupil meeting the criteria required to maintain the educational and general standards for all its pupils commensurate with the ethos to which the school aspires. The school must also feel confident that it will be able to educate and develop the prospective pupil to the best of his or her potential and in line with the general standards achieved by the pupil's peers, so that there is every chance that the pupil will have a complete, happy and successful career and emerge a confident, well-educated and well-rounded young person with a good prospect of a satisfying life. These criteria must continue to be met throughout the pupil's time at the school.

The school's policy is to apply these criteria to all pupils and potential pupils regardless of any disability of which it is aware, subject to its obligation to make **reasonable adjustments** not to put any disabled pupil or potential pupil at a substantial disadvantage compared with any pupil who is not disadvantaged because of his or her disability.

The school asks parents to provide information concerning any disability or special needs prior to accepting a place. Providing the school with details of the nature and effect of any disability enables it to consider any reasonable adjustments it may need to make.

In assessing any pupil or prospective pupil the school may take such advice and require such assessments as it regards as appropriate. Subject to this, the school will be sensitive to any requests for confidentiality.

In the case of a student with a Statement of Educational Needs the school will first ensure that the appropriate support can be provided and subject to this will ensure that it complies with any conditions expressed within the Statement and will cooperate with and participate in any specified reviews required as part of the Statement.

Parents of disabled children are also offered the opportunity to discuss their child's needs with the Principal.

Arrangements can be made for discussions between the class teacher and the parents prior to entry in order to establish clear procedures.

Arrangements can be made for discussion with the school prior to entry in order to ensure that the school has the correct medical supplies and any training.

Admissions Process

Finborough School uses the following process for the admission of pupils.

- Initial parent and pupil interview with the Principal
- Previous school reports reviewed by the Principal
- Trial days (and nights for prospective boarding pupils)

- Academic and behavioural assessment by all staff
- Assessment reports reviewed by the Principal and Head of Prep/Senior School
- Offer of place made or pupil declined

Scholarships, Bursaries and Discounts

Finborough School does not offer scholarships or bursaries, however we do offer sibling discounts. Details of these discounts are available on our website.

Students from outside the UK

Parents of pupils who are not resident in the UK must appoint a guardian for their child in the UK. The guardian must be a responsible adult, over the age of 25 and based in the UK.

Right to Study in the UK

If a student is not a British Citizen a visa to study at our school may be required. Once the offer of a place has been accepted and payments have been made, we will request the relevant forms and documents and issue a CAS to support the visa application. If you require more information about the visa process, please do not hesitate to let us know.

Students who study at the school with a visa will be required to bring their passport and visa to the office at the start of each term.

More information about visa requirements can be found at www.ukba.homeoffice.gov.uk

Reason for Review/Amendments	Annual review August 2018
Date of next review	Annual review August 2019

Name	Position	Responsible for	Signature	Date
J Sinclair	Principal	Governance/ oversight		
L Sinclair	HR Director	Recruitment/ Staff policies		
S Clark	Headmaster	Document Control and Implementation (academic staff)		
K Walmsley	Headmaster's PA / Admissions	Document Administration (nonacademic staff)		