



## **St. Francis' College Admissions Policy**

### **Introduction**

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 and your child will visit St. Francis' College. We hold a number of open events in the Autumn and Spring term, which give a general introduction to the school. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact the school's Registrar, Mrs Lisa Cogan on 01462 670511 or via e-mail at [admissions@st-francis.herts.sch.uk](mailto:admissions@st-francis.herts.sch.uk) to arrange a visit.

### **Aims**

St. Francis' College is an academically selective school. Selection is based upon academic merit which is assessed through an entry examination, an interview at the school and a reference from the candidate's previous school. Our selection process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the school.

The usual points of entry for the Preparatory Department are from 3 years of age for Kindergarten (children must be out of nappies), or 4 years of age for Reception and at 7 years of age for Prep 3. For the Senior School, usual points of entry are at 11+ for year 7, 13+ for year 9 and 16+ for year 12. Occasionally, we may also have places at other ages. Please contact the Registrar for details.

Students wishing to be considered for an Academic, Arts, or Sports Scholarship should apply by the December of the academic year prior to joining.

### **Equal Treatment**

St. Francis' College'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. Fees assistance is both limited and discretionary.

St. Francis' College is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, disability, sexual orientation or social background. **Disability and Special Educational Needs.**

St. Francis' College does not discriminate in any way regarding entry. The school welcomes pupils with disabilities and/or special educational needs, providing that its learning support department can offer them the support that they require and the College can make reasonable adjustments to meet the individual's needs.

The College has limited facilities for the disabled but will do all it reasonably can to comply with its legal and moral responsibilities under the Equality Act 2010, the Special Education Needs and Disability Act 2001 and SEND Code of Practice September 2014, in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the College can cater adequately.

The school will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child, if she becomes a pupil at the school.

### **The Assessment Process**

The aim of the process is to identify potential. St Francis' College is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The school has strong traditions in sport, music, drama, art, science and community activities. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for the entrance examination is needed. All candidates are assessed on an equal footing with identical opportunities to display their academic aptitude, along with their art, music, drama and dance skills and sporting ability.

Assessment for Reception is based on observing informal play in small groups. Pupils in Key Stage 1 (Y1-2) will sit an English and Maths paper. Pupils in Key Stage 2 (Y3-6) will sit an English, Maths and Verbal Reasoning paper.

All other candidates for entry (below 16+) sit papers in English, Maths and Non-Verbal Reasoning, which are designed for their age group.

Our offer of places into Year 12 is conditional upon a candidate achieving a minimum of 6 GCSE subjects at grade 5 or higher, with at least a grade 6 in each of the candidates chosen A level subjects; for some subjects a grade 7 may be required.

We interview all candidates as part of our admissions process for each age group, except Reception. International candidates are interviewed using Skype.

The dates for the January assessment process for UK based applicants for the current academic year are published on our website, together with the dates that results are posted to families and the closing date for acceptances. We will offer places to candidates from our waiting list after the closing date for acceptances.

To be considered for admission to St. Francis' College, prospective pupils must first apply and pay a non-refundable fee of £100.00

## **Sibling Policy**

Most siblings join us at St. Francis' College. 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 environment.

## **Scholarships and Fees Assistance**

For scholarships and fees assistance, please see our separate policy.

## **Overseas Applicants**

We welcome overseas pupils to study at St. Francis' College as a boarder, provided that she has a relative or legal guardian (over the age of 25 years) living in the UK with whom she can stay when the school is closed.

## **Fluency in English**

In order to cope with the high academic and social demands of St. Francis' College, pupils have English at a standard, which allows them to access the curriculum. St. Francis' College has a very strong English as an Additional Language (EAL) department and tuition in EAL can be arranged at the parents' expense. All applicants who do not have English as a first language are required to sit an English test.

## **Religious Beliefs**

Although St. Francis' College has a Christian ethos, the school does not select for entry on the basis of religious belief and it offers the opportunity for all faiths and none.

## **College's Contractual Terms and Conditions**

A copy is on the College's website and is made available to parents as part of the admissions process, when the offer letters are sent out.

## **Complaints**

The College hopes that parents and pupils do not have any complaints about the schools' admissions process. Copies of the school's complaint procedure can be sent to parents on request and is available on our website.

Reviewed By	R Hayes
Effective From	January 2018
Next Review Due	February 2019