



FALCONS PREPARATORY SCHOOL FOR BOYS

Admissions Policy

Primary person responsible for updates to this policy: Sarah Harris

Job title: Registrar

Last review date: September 2017

Next review date: May 2018

Circulation: This policy is addressed to all members of staff and volunteers in our school and is available to parents on request. It applies wherever staff or volunteers are working with pupils.

Please note: 'School' refers to Falcons Preparatory School for Boys 'parents' refers to parents, guardians and carers.



Admissions

The entry point for boys taking up a place at the Falcons Preparatory School for Boys, is in Year 3. Boys are awarded places following an age appropriate assessment in mathematics, English which takes place in November before entry the following academic year in September. A report from the boy's current school is also considered carefully. Priority is given to brothers in the Falcons Pre-Prep School.

Occasional places may become available in other classes during the year. If this is the case we invite boys to spend the day with their prospective class so that they can be assessed and interviewed as to their suitability for entry into the school.

Policy Statement

Falcons Preparatory School welcomes boys of all faiths, cultures, nationalities and family backgrounds. The school is fully committed to equal treatment of all prospective parents and their sons. We are firmly committed to inclusivity and to giving every child the best possible start in life irrespective of their special educational needs or disability. We consider all children for admission to the school who have the ability and aptitude to access an academic curriculum. Pupils whose SEND are suited to the curriculum are welcome provided that we have the appropriate resources and facilities to provide them with the support that they require.

Before a place is offered at the school (and preferably prior to application):

- Parents must disclose to the school any known or suspected circumstances relating to their child's health, development, allergies, disabilities and learning difficulties. The school reserves the right subsequently to withdraw any place offered based on incomplete disclosure of known or suspected SEND circumstances.
- Based on such disclosure, the school will confirm whether or not it is able fully to meet the needs of the child.

Where a child's SEND is identified, or develops, after the child has started at the school, we will endeavour to continue to support the child as long as:

- a) we have the appropriate resources and facilities to provide them with the support they require,
and,
- b) we believe it is in the best interest of the child and of the school community to remain at the school.

Where, in our judgement, either of these conditions no longer apply, we reserve the right to withdraw a place at the school. In such circumstances, we will use our reasonable endeavours to support parents in finding alternative arrangements.

Registration

Parents register their sons at any time from birth onwards. We recommend that in the first instance an appointment is made to visit the school and if interested in considering a place that a registration form is completed. The form is also obtainable from the school registrar or it can be downloaded from <http://www.falconsboys.co.uk>. The registration form should be



submitted together with the £75.00 registration fee, and the boy is then placed on the admissions' list for his relevant year.

Places are offered at the end of the Autumn Term before the September in which they are admitted. Boys enter Year 3 in the academic year in which they become eight years' old .

Offered Places. School places are offered subject to availability. Formal offer letters requesting a non-returnable deposit are sent out following meetings and successful assessments. Deposits must be returned by the stated date or it will be deemed that the place is no longer required. Should a class be full and a boy has passed the entrance tests they are placed on a waiting list until a place becomes available.

Classes

We keep class sizes to 18 or less but reserve the right to increase slightly above this in certain circumstances.

We keep the following pupil details recorded on the admissions register:

- Full name
- Date of Birth
- Name and address of all parents/guardians and landline and mobile numbers
- Address of new or additional place(s) of residence of the pupil, and date the pupil began to reside there
- Full name of parent the pupil lives with (if applicable)
- Date of admission/readmission
- Name and address of last school
- Name of destination school on leaving FSBP
- Start date at destination school

Please note that we are required to notify the local authority, when we add or remove a boy's name on the admissions' register at non-standard transitions, i.e. where a compulsory school-aged child leaves a school before completing the school's final year or joins a school after the beginning of the school's first year.

Please contact the Registrar to discuss your son's admission to the school:

Sarah Harris
Registrar
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