



# FALCONS PREPARATORY SCHOOL FOR BOYS

## Admissions Policy

**Primary person responsible for updates to this policy:** Olivia Buchanan

**Job title:** Headmistress

**Last review date:** September 2018

**Next review date:** June 2019 (upon appointment of new registrar)

**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.



Falcons Preparatory School for Boys is an independent day school for boys. Admission to the school is open to all boys aged 4+ to 13+, irrespective of race, religion or cultural background.

## Admissions

The main entry points for boys taking up a place at the Falcons Preparatory School for Boys, FPSB is in Reception (from September 2019) and Year 3. Approximately 30 boys are admitted into these two year groups every year. Boys in Year 3 are awarded places following an age appropriate online reasoning assessment (InCAS) 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. While the school is not academically selective, the schools needs to be confident that a boy will be able to benefit from the wide and fast-moving curriculum which the school provides for its pupils, so that there is every chance that each pupil will be able to have a complete, happy and successful school career.

The school's policy is to apply these criteria to all pupils and potential pupils regardless of any disability of which it is aware. The school is conscious of its obligation to make reasonable adjustments to ensure that no disabled pupil, present or potential, is at a substantial disadvantage because of his disability compared with any other pupil in the school. Parents are recommended to read the school's SENDA and Accessibility Plan for a full elaboration of the school's policy in this area, and to contact the school at the earliest opportunity if they have such matters concerning their son which they wish to discuss.

**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 language, 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. Students with

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 to subsequently 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 to fully meet the needs of the child.
- Candidates can request specific access arrangements to undertake any entrance examinations or assessments e.g. use of a word processor or extra time following the

submission of appropriate evidence to the SENCo. All reports must be disclosed at the time of application.

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/deserve, 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 and Acceptance

Parents register their sons at any time from birth onwards. A duly completed Registration Form (obtainable from the website or from the school) must be sent to the Registrar at Falcons Prep School for Boys, 41, Kew Foot Road, Richmond, TW9 2SS, accompanied by a cheque for the Registration Fee of £100. From this point, the boy is then placed on the admissions' list for his relevant year. We always encourage families to visit the school and this can be organised either before or after a Registration Form has been completed.

Places into Year 3 and Year 7 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. An offer of a place for your child is accepted through you signing the Acceptance Form (having received the Schedule of Fees and the Terms and Conditions, which in each case may be varied from time to time) and paying the Acceptance Deposit (currently £1000). These form the terms of agreement (the "contract") between you and the school. The Parent Contract contains details of term dates and notice periods. 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.

The Acceptance Deposit is generally refundable and returned to you at the end of the boy's final term at Falcons Prep, provided that you give notice at the requisite time (should a pupil be withdrawn from the school before the end of Year 8, one complete term's notice is normally required). The Acceptance Deposit is not refundable if he does not take up the offered place at the School. Upon starting at Falcons Prep in September, the full term's fees are required (as detailed in the Schedule of Fees accompanying the Parent Contract).

### Admission to other years; the Occasional Places Registrar

At the start of September, the beginning of the school year, boys who were assessed for a 4+ or 7+ place and were not offered a place in Reception or Year 3, but were placed on the 'Waiting List' following assessment, will be automatically moved to the 'Occasional Places' registrar. The boy's details will remain on the Occasional Places Register for as long as the family continues to be interested in a place at Falcons Prep.

Other parents who have missed the 'window' of registration, yet still desire a place for their son in one of the higher year groups, should contact the Registrar at the school and complete a registration form for the occasional places register.



The school will endeavour to keep in touch on a regular basis to check that families continue to be interested in a place. Since the main channels for communication between Falcons Prep and the applicants is by email and telephone, it is very important, that prospective parents keep the school abreast of any changes in their contact details through contact with the schools Registrar.

If a place becomes available in the school in Years 1-7, the Registrar will contact all the families on the Occasional Places Register with boys in the relevant group to invite them in for an assessment.

## **ADMISSIONS PROCEDURE**

### **Admissions to Reception (4+) and Year 3 (7+)**

As indicated in the Admissions Policy, parents are required to send a duly completed Registration Form (with a cheque for £100) to the Registrar at the school as soon as they can. They will subsequently be invited to an Open Evenings or individual Tour of the School. At this time, the school's approach to admissions is fully explained, and prospective parents are given a full tour of the whole school by members of the teaching staff or by boys in their final year at the school. Parents will also have the opportunity to meet senior members of staff and to ask any questions.

Following the Open Evening or tour, prospective parents and their sons are invited to attend an Assessment Day. For 7+ candidates this is at the end of the Autumn Term the year before they wish to join, e.g. November 2018 to join Year 3 in September 2019. For our 4+ pupils, boys and their parents will be asked to attend a 'Taster Day' in the Spring Term before joining the school. These sessions are held in the schools Reception or Year 3 classrooms and boys are seen in groups of no more than 10. The school has developed its own assessment procedures and criteria, largely based on pre-school/7+ tests set by accredited organisations, but the general principle is that the school is looking for a boy's long-term potential to thrive at Falcons Prep. Personal and social qualities and a willingness to learn are very much taken into account.

Letters to parents following these assessments are sent out after the final assessment for each year group, either in February for 4+ and December for 7+.

### **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.

### **BURSARIES**

The School, with Alpha-Plus operate a bursary scheme for boys entering the school at 4+, 7+ and 11+. The bursary programme is targeted towards boys from ordinary working families and financially disadvantaged backgrounds whose parents would not otherwise be able to contemplate private education for their children. Applications should be submitted to the Head via the Registrar and will be processed in discussion with the Alpha Plus Group Head Office.

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

Registrar  
Falcons Preparatory School for Boys  
41 Kew Foot Road  
Richmond upon Thames  
TW92SS

E: [information@falconsprep.co.uk](mailto:information@falconsprep.co.uk)  
T: 020 8948 9490

### **Data Protection**

Data Protection Law gives individuals rights to understand how their data is used. Parents of potential pupils are encouraged to read these notes and understand the school's obligations to its Applicant community.

These notes apply alongside any other information Falcons Prep may provide about a particular use of personal data.

#### **HOW THE SCHOOL COLLECTS DATA ON PROSPECTIVE PUPILS**

Generally, Falcons Prep receives personal data concerning an Applicant from the parents of the prospective pupil. This may be via a form, or simply in the ordinary course of interaction or communication (such as email).

#### **WHY THE SCHOOL NEEDS TO PROCESS PERSONAL DATA ON PROSPECTIVE PUPILS**

Use of your (and your son's) personal data will be made in accordance with the school's legitimate interests for the purposes of pupil selection. In providing Falcons Prep with your contact details we will keep parents updated via your preferred communication channel (eg. email) about the next steps in the assessment and entry procedure to Falcons Prep.

In order to carry out its duties to communicate with parents of potential pupils and to assess potential pupils, the school needs to process a range of personal data relating to you as parents as well as relating to your son for whom you are making an application to join Falcons Prep. We need to do this in order:-

- To confirm the identity of prospective pupils and their parents;
- To enable potential pupils to take part in assessments;
- To safeguard potential pupils' welfare and provide appropriate pastoral (and where necessary, medical) care whilst they are in the process of assessment at Falcons Prep;

Following the assessment selection process and prior to an offer of a place at Falcons Prep, with the express permission of the parents, further personal data is generally sought from previous educational establishments that the potential pupil has attended (if any):-

- References may be sought, to provide information about prospective pupils' parents, including relating to outstanding fees or payment history
- Prospective pupils' academic, disciplinary, admissions and attendance records (including information about any special needs) are usually required from any previous educational establishments
- Relevant information from other professionals or organisations working with the prospective pupil (if applicable) may be sought;

#### KEEPING IN TOUCH

With parents' express permission we may also communicate with you about the activities of the school, or events of interest, including by sending updates and newsletters, by email and by post. You are of course at liberty to unsubscribe from any such communication at any time by contacting the Registrar

#### WHO HAS ACCESS TO PERSONAL DATA RELATING TO POTENTIAL PUPILS

Personal data collected by the school in relation to a prospective pupil will remain within the school, and will be processed by appropriate individuals only in accordance with access protocols (i.e. on a 'need to know' basis). Particularly strict rules of access apply in the context of:

- Any medical records or developmental assessments provided by the parents of Applicants. These are held and accessed only by the Registrar and the Headteacher
- However, a certain amount of any prospective pupil's SEN relevant information may need to be provided to teaching staff involved during the assessment process in the context of providing the necessary care and support that the potential pupil requires during the assessment.

#### HOW LONG WE KEEP PERSONAL DATA RELATING TO POTENTIAL PARENTS OR PUPILS

The school will retain personal data securely and only in line with how long it is necessary to keep for a legitimate and lawful reason.

- If offered a place at Falcons Prep, the school will retain ordinary pupil personnel files for 25 years from the boy's date of birth.
- If not offered a place at Falcons Prep, the parents of Applicants have the opportunity to request that their data and that of the applicant pupil be retained on the Occasional Places Register; in this case data is held in our electronic and paper files for a



maximum of seven years (by which time the boy will be too old to attend Falcons Prep) prior to secure disposal. If no such request to transfer to the Occasional Places Register is made, the applicant's personal data and that of his parents will be erased or destroyed.

If you have any specific queries about how our retention policy is applied, or wish to request that personal data that you no longer believe to be relevant is considered for erasure, please contact the school's Registrar.