



FINTON HOUSE
SCHOOL

ADMISSIONS POLICY SEPTEMBER 2025

Member(s) of staff responsible: Kate Hebblethwaite (Registrar)

Date Revised: September 2025

A copy of this policy is available to all governors and parents via the school website or a hardcopy on request from the School Office. It is accessible to all staff electronically (in the Policy folder on the Staff Admin Drive) and a hardcopy held on file in the Head's Office. This policy applies to all at the school including those in Reception (the EYFS).

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1. General

Finton House is a co-educational independent day school for pupils from ages four to eleven. 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 come and visit Finton House. We hold a number of Open Mornings each term, which will give you a general introduction to the School. Details are published in advance on our admissions system [here](#). Please contact the School's Registrar registrar@fintonhouse.org.uk

2. The Entry Procedure

Reception (children aged four) is the main entry point to the School and Finton House has a broad intake in an inclusive environment where children are prepared to thrive in an ever-changing world. Our commitment to pastoral care is as strong as our commitment to providing an outstanding education, and our academic achievements at 11+ speak for themselves.

Reception places are allocated on a first-come, first-served basis, provided the school can meet any additional needs that applicants may have. Within this framework, priority is accorded to siblings of current pupils, children of Old Fintonians, and children of staff members. Parents are therefore encouraged to register their child at the earliest opportunity. Places are typically offered 18 months prior to the intended year of entry.

3. Equal Treatment

Finton House'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. We have a bursary programme which offer children who are aged seven or over a bursary award, as long as places are available. Finton House is committed to equal treatment for all, regardless of a candidate's sex, race, religion, disability, gender reassignment and sexual orientation.

4. The Admission Process for Reception

Finton House has strong traditions in having a broad intake to the school embracing Finton House Values: kindness, morality, self-belief, resilience and respect. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

4.1 Enquiry

Parents are encouraged to fill out an enquiry form on our admissions system [here](#) to register their interest in the School and attend an Open Morning.

4.2 Register

Parents can register directly online and applicants for Reception are encouraged to register their child as early as possible and pay the non-refundable registration fee¹. Please note that this does not guarantee your child a place at the School. We advise parents to register their child in the correct year and according to their child's birth, unless they have been given professional advice otherwise. Children in Reception are taught with differentiated teaching methods and therefore we accommodate a wide range of birthdays. Once registered, applicants are placed on a Registration List and offers will be made 18 months prior to the intended year of entry on a first-come, first-served basis, provided the school can meet the child's needs.

¹ Details of the non-refundable registration fee can be found on the School's website in the "Admission/ Fees" section

4.3 Offer

Eighteen months ahead of the expected date of admission to Reception, the Registrar will offer places to parents on the Registration List providing all admissions paperwork has been completed and subject to the School being able to meet the child's needs. This offer will be sent electronically to both parent/guardian email addresses. Subsequent places will then be offered to applicants on the Reserve list. Parents have one week to accept.

4.4 Acceptance

To accept a place, parents must complete and sign the School's Acceptance Form and agree to the School's Terms & Conditions. A deposit, as set out in the School's Acceptance Form, will also be payable upon acceptance.

Once a completed and signed Acceptance Form has been submitted, you and Finton House School enter into a legally binding contract based on the School's Acceptance Form, the Offer Letter, including all conditions of award specified therein (if applicable), the Schedule of Fees and the School's Terms and Conditions (as in each case may be varied from time to time) (the **Parent Contract**).

4.5 Admitted

Children have a staggered start to Reception to ensure they have a smooth start to term. If the child starts at the School and is later found to have specific needs, the criteria outlined under Section 7 will be applied.

4.6 Cancellation and Withdrawal

It is important that you understand your contractual rights and obligations regarding your acceptance of a place at the School, which can be found in the Parent Contract.

If the offer of a place and its acceptance are both made entirely at distance by means of, for example, post or electronic communication without either parent meeting face to face with a member of the School staff between offer and acceptance, parents have the right to cancel the agreement at any time within 14 calendar days of the date of the day after the day we receive the completed and signed Acceptance Form. Information about the right to cancel and how to cancel is set out in the School's Cancellation Notice and Form is provided to you with the Letter of Offer. In such circumstances the deposit, if paid, will be refunded together with any fees paid pro-rated if the School has provided any educational services under this agreement. If you change your mind outside of the 14 calendar days and you decide to cancel your acceptance of the place up to the first day of the preceding term of joining, you will lose the deposit. If you decide to cancel after this point, you will be liable for a Full Term's Fees in lieu of notice, less your deposit.

5. Occasional Vacancies

The School's main entry point is Reception, however, some places may become available in other year groups and candidates are placed on a waiting list once registered. Occasional places are based on an academic selection process with an assessment being held at the School prior to offer, if places are available and if the School can meet the child's needs.

This will involve observing informal play for younger candidates and/or an informal assessment for older candidates. Parents need to provide a recent school report for their child and complete all the admissions paperwork before attending the assessment day. Other relevant information from the candidate's previous school will be requested including a confidential school reference. It is advisable to contact the Registrar before registering your child to see if any places are available.

6. Sibling & Staff Policy

Siblings of children already attending the School and children of Old Fintonians and staff will be given priority place in Reception and other year groups providing all admissions paperwork has been completed and upon the School being able to meet the child's needs and if places are available. However, admission is not automatic and there may be occasions where the School judges that a sibling, a child of an Old Fintonian or staff member's child is likely to thrive better in a different academic setting.

Siblings of children already attending the School for Reception entry must be registered 18 months prior to entry. If the child is registered after this date then the child will be given priority on the Reserve list.

Registration and deposit fees will be waived for children of staff in the admissions process. Staff members of the School receive a discount on School fees as employees of the School, as set out in the Employment Handbook.

Where a child is a third sibling joining the School from the same family, a deposit will not be payable in relation to that child if they have two older siblings attending the School at the point of their entry to the School and there is a deposit held on each of the older siblings' accounts. If no fees or other sums are outstanding when a child leaves the School, or the amount outstanding is less than the deposit, the deposit or balance of the deposit (as applicable) will be refunded to the parents once their child has left the School or, if applicable, will be allocated to the account of child's youngest sibling if no deposit was paid upon the parent's acceptance of that child's place at the School. Where there is a difference between the value of the deposit held for a younger sibling and the usual deposit charged by the School upon acceptance, the School will liaise with parents about any further sums required.

7. Needs and Disabilities

Finton House may be able to offer places to children of a broad range of abilities including those with health or medical conditions, learning difficulties, special educational need(s), behavioural, emotional and / or social difficulties, disabilities or allergies, but this is dependent upon the School being able to meet and continue to meet the child's needs.

7.1 Registration

The application process for all children is the same. Parents are asked to disclose as early as possible any information about their child's health or medical conditions, learning difficulties, special educational need(s), behavioural, emotional and / or social difficulties, disabilities and allergies which might lead to the need for additional support during their time at the School.

Parents will need to provide copies of all written reports and other relevant information relating to any health or medical conditions, learning difficulties, special educational need(s), behavioural, emotional and/ or social difficulties, disabilities and allergies on the part of their child and any previous reports that may be relevant to their child's application. A discussion or observation may be arranged with the School's SENCo following receipt of a child's application to enable us to consider:

- whether the child will be able to access the mainstream curriculum and inclusive environment at the School;
- whether the School has the skills, knowledge, facilities and resources to meet the child's needs;
- whether any special arrangements and adjustments may be required to accommodate the child in the School.

7.2 Offer

If we feel that the School is able to meet a child's needs and a place is available, a place will be offered.

If parents have not disclosed any information regarding health or medical conditions, learning difficulties, special educational need(s), behavioural, emotional and/ or social difficulties, disabilities and allergies prior to a place being offered and it is subsequently determined that the School is not able to meet the child's needs, the place will be cancelled and any deposit paid will not be refunded.

7.3 Acceptance and Admission

If parents have disclosed information regarding health or medical conditions, learning difficulties, special educational need(s), behavioural, emotional and / or social difficulties, disabilities and allergies prior to accepting an offer and there are any changes to the child's needs between acceptance of an offer and a pupil starting at the School or once a child has started at the School, parents are required to notify the School of these changes.

If, in the professional judgement of the Head, it becomes apparent that the School is unable to provide adequately for a child's needs, the School will consult with the child's parents and with the child (where appropriate) and the parents may be asked to cancel their acceptance or withdraw their child. The usual provisions regarding notice of withdrawal and fees in lieu of notice do not apply in these circumstances and the deposit will be refunded.

Once a pupil has started at the School, the School may require the parents to remove their child from the School if the School is no longer able to provide adequately for your child's special educational needs.

The School reserves the right to charge for the provision of additional teaching and / or other support arrangements for a particular child where it is lawful to do so. To meet such costs, it may be appropriate for parents to apply for an Educational Health Care plan in order to gain funds to help support their child's needs. The School will assist parents in making such an application. Please refer to the Special Educational Needs and Disability Policy for more information.

8. **Bursaries**

Finton House's bursary programme is intended to promote public benefit in providing the opportunities and advantages of independent education to all children. The School offers bursaries to entrants in Year 3 and Year 4.

Bursary places are offered following an academic selection process and are means-tested in accordance with the criteria published in the Sally Walker Bursary Policy, which is available on the School's website. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need; but can extend to full fee remission.

The ideal bursary applicant will be a child who shows academic aptitude with an outstanding ability in an area of school life, who will benefit fully from the broad curriculum that Finton House offers and will have the ability to go on to further education. The whole family must be committed to supporting their child's education. The Bursary registration form can be obtained from the online admissions system.

A bursary may be withdrawn in accordance with the terms upon which such award is made (the conditions of award) or otherwise in accordance with the School's Terms and Conditions.

The School does not guarantee to offer the siblings of a Bursary recipient either a Bursary or Non Bursary place at the School.

9. Data Protection

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice and Records Retention Policy, which is available on the School's website. The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose. This will generally be no more than 6 months following an unsuccessful application, but reasons to retain for longer might include: if the parents express an interest in the candidate re-applying for any reason at a later date, or in the potential candidacy of another sibling; or to deal with any ongoing matters or queries arising from the application.