

Entry Procedure

The Quick Step-by Step Process for Entry to Saint Felix School

1. Contact the school direct to request a prospectus or click onto the Prospectus Request tab above.
2. Telephone for an appointment to meet the Head, tour the school and see the departments and staff in action OR attend an Open Morning.
3. Register your interest by means of a Registration Form. You can do this after Stage 4 if you would prefer.
4. Bring your child to the school for a taster session and some assessments. He/she can sit the entrance examinations on this day if entering the Senior Department before January. An overnight stay can be arranged for prospective boarders.
5. Attend in January to sit the relevant Entrance Examinations for Senior pupils. For applications later in the year these can be arranged at a later date.
6. Receive an offer of a place. If we feel Saint Felix is not the place for your child, we would not offer a place but would write to give you the reasons.
7. Accept the place by returning the Acceptance Form together with the Registration Fee and refundable deposit.
8. Receive a Parents' Handbook containing all the information you will need at entry.
9. Your child will then be invited to attend an induction afternoon before the start of term.

Requesting a prospectus

You can request a prospectus using our online Prospectus Request Form, by telephone to the Registrar, Miss Melissa Bridgman, on 01502 722048 or by email to mbridgman@stfelix.co.uk. It would be most helpful for us to know, at this time, the **age** and **date of birth** of the prospective pupil(s), **where they are currently at school** and **when you wish them to enter Saint Felix**. Details of any special educational requirements, for example individual needs such as enhanced learning or EAL (English as a foreign language tuition) would also be helpful at this stage.

Visiting the school

You are strongly advised and cordially invited to visit the school as soon as you receive a copy of our prospectus. We will arrange for you to meet the Head, have a tour of the school, and the boarding houses if necessary, and meet with relevant staff. You are advised to allow 1½ to 2 hours for your visit. Appointments are available throughout the year at a time convenient to you and you can come with or without your child. We also offer Open Mornings during the year, two of which are usually on Saturday mornings and one which is on a weekday morning.

Taster Days

Following your visit to the school we offer a taster day to each prospective pupil. They will be paired with another child in their year group and follow the day's usual timetable. Pupils entering in the Prep Department will also undergo an assessment in the classroom and may take some cognitive ability tests. In the Senior Department, students sit relevant entrance

examinations in English, Mathematics and Science. Sixth Form applicants are considered on their predicted grades at GCSE.

Boarding

If the child is a prospective boarding pupil we will offer an overnight stay or two in order for them to experience a night away from home, with any activities which may be on offer. Pupils who wish to join our elite swimming programme are also offered an overnight stay coupled with a training session.

Individual Needs

If a child requires any particular individual learning, for example for dyslexia, dyspraxia or dyscalculia, this is the time to mention these needs and to discuss the provision of support. The Senior Department at Saint Felix traditionally prepares children for GCSE, AS and A2 Level examinations and each child must be able to access the appropriate curriculum. We have an excellent Enhanced Learning department working with our children who have specific learning difficulties and use a system of withdrawal from class teaching and /or support in class. Most of these children will have one, two or maybe three lessons a week of individual help.

Registering your Child

You can register your child at any time during the admissions process by means of a Registration Form and payment of the Registration Fee. This does not automatically signify entry but it is taken as a significant commitment to pursuing a place at the school.

Accepting a Place

Once the school is satisfied that your child is a suitable candidate for entry and has been into school for a successful taster day (Prep Department) or has successfully sat the entrance examinations (Senior Department), then an formal offer letter will be sent to you. This will detail the year group and time of entry.

If you choose to accept the place, this is done by means of our Acceptance Form and payment of the relevant refundable deposit. This form, accompanied by our terms and conditions, sets out the primary contract with the school and the financial obligations regarding notice and withdrawal, to which parents are required to agree. All parents with legal responsibility sign these forms. A child cannot start at the school until this process is completed.

English as an Additional Language (EAL)

All students whose native language is not English and who wish to take up a place at Saint Felix will have achieved a minimum proficiency in English and parents will be required to agree to them following a course of EAL which is an additional charge to the termly fee.

Progress through the School

It is expected that pupils who join the school at one of the younger entry points will enjoy a full career at Saint Felix, proceeding to and through the Sixth Form and on to university. Occasionally it is necessary to review the case of a pupil who is about to move into

Year 7 or Year 12 to be sure that it is in his or her best interests to do so. As part of the transition into the Senior Department in Year 7, pupils will take the 11+ Entrance Examinations in the preceeding January, together with external pupils. This gives teachers a clear view of the level of attainment across the age group.

Progress of a pupil into the Sixth Form is normally assured by a combination of appropriate behaviour, hard work and academic success at GCSE (a minimum of 5 GCSEs at A* - C with at least Bs in their chosen A Level subjects). Experience shows that graduation into the Sixth Form should present no difficulty to almost all pupils who are admitted to the school.