

Forres Sandle Manor (Non-Academic) Policy

Policy Title	Admissions
Policy Lead (Appointment (& Initials))	Head (MH)
Date of Last Review	September 2026
Date of Next Review	September 2027

INTRODUCTION

Forres Sandle Manor (FSM) is an independent, co-educational day and boarding school situated in Fordingbridge, Hampshire, educating pupils from Nursery through to GCSE (2-16 Years) We take pride in our ability to nurture self-confidence, academic progress, and personal growth in every child. Set within a beautiful countryside campus, pupils thrive by building strong friendships and enjoying a vibrant day and boarding life.

We balance support and challenge to ensure all pupils can experience success, through effort, whatever their starting point. FSM is non-selective and operates a clear equal opportunities policy, celebrating diversity and welcoming pupils of all background and faiths. We recognise that all pupils learn differently and seek to differentiate our teaching to meet the needs and interests of each individual.

Small class sizes (with a target maximum of 20 pupils) and differentiated teaching ensure individual attention. Specialist support is provided through our dedicated Learning Centre.

GUIDING PRINCIPLES & CAPACITY

FSM aims to maintain balanced, supportive classroom environments:

- **Class Capacity:** Maximum class size at present is 20 pupils, although certain practical or physical activity groups (such as PE) may be larger where appropriate.
- **Specialist Support Ratio:** The proportion of children in any single class cohort requiring specialist support should not exceed one third.
- **Learning Centre Limits:** The Learning Centre can accept a maximum of 40 children in total, although additional pupils may appear on the SEN Register. A place may only be offered in the Learning Centre on the strict understanding that these fundamental principles are maintained.
- **Boarding & Gender Balance:** There are no specific quotas allocated to day children, full boarders, or weekly boarders, nor to girls or boys. However, it is our intention to retain sufficient full boarders to ensure that the boarding option remains popular and vibrant.

VISITING THE SCHOOL & TASTER DAYS

Prospective parents and pupils are warmly encouraged to visit the school. Whenever possible, prospective children are given a tour of the school and invited to spend a day and, if applicable, an overnight stay. The primary aim of such visits is to ensure the child

has an enjoyable experience becoming familiar with the faces and places they will meet at FSM.

During the taster visit, we informally assess prospective pupils to understand their placement within their year group cohort:

- **Nursery & Early Years:** Observation during taster day activities.
- **Key Stage 2 & Above:** Completion of standardised baseline assessments (such as GL or CEM assessments).
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Boarders are only accepted if the Head is satisfied that the child genuinely wishes to board. Parents whose children are unsuited to boarding or who express a clear wish not to board are encouraged to reconsider.

REGISTRATION & ACCEPTANCE OF A PLACE

A child may be registered for admission at any time after birth. A non-refundable registration fee of £75 (Day & UK boarders) or £150 (International) is charged and on receipt the child's name is added to the registered list to be considered for a place. Registration does not in itself guarantee a place at the school; the offer of a place is confirmed following a tour of the school with the Headmaster, taster day(s) (and night if applicable) and receipt of a satisfactory school reference. In addition to this, a copy of the child's recent school report will be required for information as well as the completed Registration Form. Parents are asked to provide any reports including, where applicable, a recent Educational Psychology Report or Education Health Care Plan (EHCP). In order for their child to progress in the Admissions process, parents must share documentation upon request. Upon Registration, a reference from the child's current school will be sought. At the time of Registration, the School will request documentation to confirm identity such as a passport copy/birth certificate. All registration documents must be reviewed by the school prior to an offer being made.

1. Nursery Entry

Places in the Nursery are confirmed upon receipt of a completed Registration Form, Signed Nursery Offer Letter, and payment of the required deposit & registration (where applicable). Please also refer to our separate FSM Nursery Admissions Funding Policy.

2. Reception & Above

- **Registration:** Children are accepted at any time during any term, subject to space. Conditional places are offered upon receipt of a completed Registration Form and a copy of the child's passport/birth certificate, latest school report/letter of recommendation from current school and non-refundable registration fee.
- **Confirmation:** Places are formally confirmed upon receipt of a completed Form of Acceptance and deposit.
- **Waiting Lists & Refunds:** Where a year group is at capacity, a child's name may be placed on a waiting list upon payment of the registration fee. If FSM is unable to

offer a place three months prior to the start of the requested term, parents may request a return of the registration fee.

3. Medical & Educational Disclosure

Parents are required to inform the school, on the Registration Form, of any circumstances concerning health, educational background, medical needs, or learning difficulties. Where such information is disclosed, FSM will consult with parents to assess the extent to which the school can meet the child's needs.

INTERNATIONAL PUPILS, GUARDIANSHIP & VISAS

1. Guardianship Policy Alignment

In accordance with the **FSM Guardianship Policy**, all international boarders (or boarders whose parents reside outside the UK) must have an appointed, UK-based, school-approved (or AEGIS-accredited) educational guardian prior to arrival. The guardian must have legal authority to act on behalf of the parents when necessary.

2. Educational Agent Recruitment

Where prospective international or boarding pupils are introduced through educational agencies, admissions procedures strictly align with the **FSM Agent Recruitment Policy**. All partner agencies must be fully vetted, contracted, and compliant with UK Visas and Immigration (UKVI) Child Student Visa requirements.

3. UKVI Child Student Visas

FSM is a licensed Student Sponsor (Child Student route) with UK Visas and Immigration (UKVI). Confirmations of Acceptance for Studies (CAS) are issued only after all admissions checks, right-to-study document verifications, parental consent forms, and guardian details are verified by the Admissions & Compliance Team. For children requiring a CAS, the first terms fee, deposit and non-refundable registration fee must be paid in cleared funds along with the signed letter of undertaking before a CAS will be issued by FSM.

INDUCTION AND STAFF COMMUNICATION

- **Staff Briefing:** All academic, pastoral, and boarding staff are informed about new joiners and are encouraged to review transfer information retained securely in the School Office.
- **Boarding Check-In:** Within the first 24 hours of a new boarder's arrival, their parents will, wherever possible, be contacted by a member of the boarding team to confirm a smooth transition and settle any initial queries.

ADMISSIONS APPEALS

In the event that a place is not offered, parents will be informed. Any parent wishing to appeal an admissions decision must write to the Headmaster within seven days of

notification, setting out the grounds for appeal. The Headmaster will refer the matter to the Chair of Governors, who will communicate a final decision within fourteen days.