

# 15a ADMISSIONS POLICY

## PRE-PREP, PREP AND SENIOR SCHOOLS

*A copy of this policy is published on the school's website.:*

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### **A. Admissions Overview**

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#### **A1. Other Related Policies**

This policy includes further details of Admissions Procedures in sections B and C.

It should also be read in conjunction with the following policies:

- Learning Support and EAL Policy
- Curriculum Policy
- Behaviour Policy – Rewards and Sanctions (this policy contains details about the criteria for suspensions and expulsions)
- Accessibility Plan

#### **A2. Introduction**

Truro School is an independent HMC day school for girls and boys aged 3-18 years, boarding from age 11-18 and academically selective from age 7 (Year 3). The School must feel confident that it will be able to educate fully a pupil in line with their potential and that the pupil will support the aims, ethos and expectations to which Truro School aspires. The main points of entry are at Nursery (3+ years), Year 3 (7 years), at 1st Year (Year 7), 3rd Year (Year 9) and Sixth Form (Year 12), although places are also usually available in other year-groups, subject to space. In all cases, regardless of age, application is made in the first instance by completion of the Registration Form and payment of the (non-refundable) Registration Fee (excluding Sixth Form).

From age 7 entry is by selection on academic merit and on assessment of a pupil's likely positive contributions to the aims, ethos and co-curricular life of the School.

Admission will be subject to availability of a place and fulfilment of the current admission requirements.

Truro School is a Methodist school which strives to ensure that Christian values permeate school life. The School welcomes pupils from all social, cultural and ethnic backgrounds and those of all faiths and none. The Human Rights Act is applied rigorously.

#### **A3. Special Educational Needs and Disability (SEND)**

The registration form requires parents to write to the Head of Senior School or Head of the Prep School when applying for a place setting out the nature and extent of any disability or special educational needs and whether or not they wish to the School to take any disability into account during the admissions process. All such correspondence will be dealt with sensitively and in confidence.

The School's policy is to conduct its admission on a fair and non-discriminatory basis. We are committed to inclusivity and providing every pupil the best possible opportunities we can offer. We welcome pupils with special educational needs or with physical disabilities and will comply

with our legal and moral responsibilities. This covers any pupil whose mobility, hearing, sight or other physical functions are impaired or who exhibits special educational needs related to dyslexia, dyspraxia, or significant behavioural or emotional problems.

We make reasonable adjustments to our resources where appropriate. We admit pupils that meet our academic entry requirements and are able to make progress with the resources we offer.

All applications will be judged on their own merits and reasonable adjustments will be made in the entrance assessments if supported by an Educational Psychologist's Report, Individual Education Plan or equivalent independent medical report which is not more than two years old at the date of the examination.

The School's Policy is to not put any disabled pupil at a substantial disadvantage compared to any other pupil. However, facilities and support for some disabilities may be beyond our current capacity and parents should consult the school's accessibility document (Accessibility Plan). This shows the ways in which we aim to make the school progressively more accessible to disabled pupils.

We also aim to support pupils with any Special Educational Need within the constraints of our Learning Support Department.

#### **A4. English as an Additional Language (EAL)**

EAL issues that may affect performance in entrance examinations are taken into consideration when marking papers.

Parents may find it helpful to read our Learning Support and EAL Policy which can be requested from the Director of Admissions or is available on our website.

#### **A5. Data Retention**

Entrance Examination scripts are destroyed one year after the examination date. Registration forms and associated documents of applicants who withdraw or who are not offered a place are destroyed after 6 years (11+entry), 4 years (13+ entry) and 1 year (16+).

#### **A6. Complaints Procedure**

The School's Complaints Procedure is available to parents of applicants upon request from the Director of Admissions or from the website.

#### **A7. Appeals Process**

Parents wishing to appeal a decision should write to the Chair of Governors (c/o Clerk to the Governors, Truro School), with a copy to the Head, stating their reasons for the Appeal. The School will respond to any appeal within two weeks of receipt.

## **B. Admissions Procedure – Prep and Pre-Prep**

### **B1. Introduction**

Pupils may join the school at any point during the academic year. Parents are encouraged to make an appointment to tour the school and meet the appropriate Head (Senior and Prep). There are also many informal opportunities throughout the year to visit the school, such as Open Events and weekly Informal Guided Tours.

On receipt of a registration form with the registration fee of £100, we will contact you to make the arrangements needed to facilitate your child's entry into the school. The exact process will vary depending on your child's age on entry. Every effort is made in all sections of the school to ensure that when a pupil attends for a taster day he or she is put at ease and feels comfortable and relaxed throughout.

Receipt of a registration form is not a guarantee of the availability of a place and the Admissions Office will advise of the protocol of waiting lists where they exist. Pupils who are registered for a specific year group and then defer entry until the following year will join the waiting list (if applicable) for that year group.

Where an applicant already attends school, we will request a reference regarding their academic ability and co-curricular involvement in the life of their current school.

If we are able to offer your child a place, we will write to you. Included with the offer letter will be:

- Our Terms and Conditions (Parent Contract) – please read these carefully to ensure you understand your obligations as the fee-payer
  
- An Acceptance Form - this is the formal contract, which you sign with the school. A Guarantee Fee of £500 is required to confirm your acceptance. On receipt, we will then send you joining instructions, including:
  - Class and house allocations
  - Information about school uniform, sports kit, school bags
  - General information about the day-to-day operation of the school
  
- Fee payment options (e.g. direct debit schemes)

Pupils joining the school in September who have been offered places will be offered further taster days in June to help them to prepare for their new school.

## **B2. Entry into Early Years Foundation Stage (Ages 3 to 4)**

Pupils may join the Nursery from the beginning of the half-term after their third birthday.

During the term prior to joining, you and your child will be invited to several Play & Stay sessions and a swimming session, as an introduction to school life. This also gives an opportunity for you as parents to have an informal discussion with the staff of the Pre-Prep. Pupils may join the Nursery for a minimum of two full sessions per week up to full time. The number of days can be increased at any time during the course of the year. The exact arrangements can be discussed prior to joining and will depend very much on each individual child and their ability to cope with the academic and social demands of school.

## **B3. Entry into Years 1 and 2 (Ages 5 to 7)**

Admission is based on a taster day during which the class teacher will assess the child at an informal level. A report from the child's current school is invaluable.

## **B4. Entry into Years 3 to 6 (Ages 7 to 11)**

Entry is academically selective and based on assessments in English, Mathematics and Non-Verbal Reasoning. These are designed to be done on sight and no specific preparation is required or recommended. Pupils are invited to spend the day at the school, usually undertaking the tests in the morning with the Head or a senior member of staff before joining a class for the rest of the day. A report from the child's current school is invaluable. A decision is usually made within 24 hours and communicated at the earliest opportunity to parents.

There are no Scholarships or Bursaries offered at the Prep School. However, short term bursaries may be offered to existing parents during difficult times.

## **C. Admissions Procedure - Senior**

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### **C1. Entry into the 1st Year (11+) and 3rd Year (13+)**

The Entrance Examination is held on a Saturday morning in January prior to September entry. Sample papers, scholarship application forms and Means-Tested Bursary forms can be found on the website and further details about the day itself will be sent to all who register.

Parents who have not heard from the School by the beginning of December are requested to write to the Director of Admissions and, in case of doubt, also to telephone. The School does not accept responsibility for communications going astray.

Children of 10 years are sometimes accepted into the 1<sup>st</sup> year of the school if they are sufficiently mature to cope with the academic and social demands of the school. Over-aged pupils may also be accepted.

All applicants will be interviewed by the Head or Director of Admissions during the autumn term or early in the spring term, prior to the entrance examination.

Those entering Truro School from Prep Schools at 13+ taking Common Entrance should be aware that the placing of new pupils in subject sets will be strongly influenced by their performance in these exams. Offers of places will be made conditional on performance at Common Entrance, where appropriate.

All applications will be treated fairly but where there is competition for places, priority will be given to pupils from Truro Prep School and siblings of current or former pupils (provided they have done sufficiently well in the entrance examination). An unsuccessful pupil may reapply for a place no less than one year later.

### **C2. Admissions from Truro Prep School**

Truro Prep pupils also take the entrance examination. The results will be used to determine academic scholarship awards and/or means-tested bursaries, whilst also giving comparable assessment information for all pupils joining the 1<sup>st</sup> Year. For those pupils new to the school in Year 6 the assessment is also selective, whilst existing pupils will proceed as per the Head's recommendation, regardless of outcome in the examination.

Truro Prep pupils will be interviewed by the Senior School Head at the Prep School in the autumn term.

Truro Prep pupils applying for scholarships will be assessed in the same way as external candidates.

### **C3. Entry into Sixth Form (at 16+)**

Truro School holds a Sixth Form Open Event at the beginning of the autumn term and there are other opportunities for prospective students to visit the school which we encourage. Admission is based on school report (which will include predicted GCSE grades or similar) and usually an interview. Offers are made on or after 1 December for entry the following September, where appropriate. Later applications will always be considered. Students require a minimum of six GCSEs at grade 5 or above with a minimum of grade 6 in the subjects

to be studied at A Level (or equivalent qualification), or grade 7 in the subjects to be studied if those subjects are mathematics, physics, chemistry or biology.

#### **C4. References and School Transitions**

Truro School will request a reference from the current school of each applicant, regardless of age. These references are generally requested after 1 November prior to entry the following September and, in the case of late applicants, immediately the registration is received. We encourage parents to keep the applicant's current Headteacher informed of their intentions and, in the case of a move from another independent school, reserve the right to establish from the school that all fees have been paid and due notice given.

Before pupils join Truro School we will request details of medical records and their discipline record and any special needs from their previous school. Additionally we seek cooperation of parents in providing such information in order that suitable plans can be made where necessary.

A reference, verbal or written, must be received before a place can be offered.

When a pupil moves on to another establishment, we will always provide discipline records if requested. For misdemeanours that resulted in Safeguarding or Child Protection issues, or significant sanctions such as suspension or expulsion, we would always provide this information voluntarily to the appropriate staff or professional bodies.

#### **C5. Overseas Students**

We are happy to make arrangements for any candidates who are unable to attend the entrance examination at Truro School to do so with the help of their existing school or Agents approved by the School. The Head or Director of Admissions will also conduct an interview by Skype. Admission depends upon the prospective pupil meeting the academic criteria to ensure they will thrive at Truro School. This includes fluency in English. If the School finds that fluency in English is below the level expected, support will be given by an appropriate teacher. This support may be provided during the school day or out of school hours. Truro School reserves the right to re-assess on entry any student who subsequently fails to meet the Admissions criteria.

Every effort will be made, during the course of pre-assessment and interview, to ensure that an international student is ready for the rigours of A level. However, if a student does not settle into the course as expected, a 3-year A level course may be required.

#### **C6. Decision Procedure**

Each examination is set and marked by a subject specialist and the results processed by the Director of Admissions and checked by an Administrator. In coming to a decision, the Head and Director of Admissions will consider the feeder school report, entrance examination marks, interview notes and reports, where applicable, from staff assessing scholarship applicants. Scholarships and Means-Tested Bursaries are decided by a Fee Remission Committee consisting of the Head, Bursar and Director of Admissions.

Offers of places and scholarships are sent by first-class post to parents on the advertised date. Parents have until the advertised Independent Schools 11+/13+ deadline to respond to any offer made. Offers are accepted by completion of the Truro School Acceptance Form and payment of the £500 (non-refundable) guarantee fee. This guarantee fee is pro-rata in the case of recipients of means-tested bursaries.

Offers of places and scholarships made to 16+ candidates in December have until early January to make their decision.

The School is not obliged to state its reasons for rejection of an applicant, however, feedback is usually given if requested by the parents.

### **C7. Scholarships**

Truro School awards academic, art, drama, fencing, music and sports scholarships to candidates at 11+, 13+ and 16+, ie. into the 1<sup>st</sup> and 3<sup>rd</sup> Year and Sixth Form. Modern Language Scholarships are awarded at 16+ only. Girl Chorister scholarships are awarded at 13+. Boy Chorister scholarships are awarded from 8+ (to the end of 2<sup>nd</sup> Year (Year 8)) when they automatically become music scholars. The principle behind them is to attract pupils who will be front-runners in each area of activity; such pupils benefit all by setting high standards. The award carries the kudos of the scholarship achievement and with it a fee discount normally of 5 or 10%. All scholarships are awarded on the understanding that the recipients will continue to make good efforts in their studies and contribute to the scholarship specific area of school life.

Academic Scholarships are awarded on the basis of performance in the entrance examination and an interview at 11+ and 13+. Sixth Form academic scholarships are awarded on the basis of predicted GCSE grades and an interview. A small number of academic scholarships may also be awarded after GCSE results are published.

At the discretion of the Head, a select number of higher value 16+ scholarships may be awarded to students of exceptional talent.

All applicants for art, drama, fencing, chorister, music, modern languages and sports scholarships will undergo additional appropriate assessments and/or auditions.

Further information about the requirements and deadlines for applications can be found on the school website or by contacting the Director of Admissions.

### **Truro School Means-Tested Bursaries**

Truro School welcomes applications from pupils whose parents cannot afford the fees in full or in part. These Means-Tested Bursaries are made at the same time and in the same way as Scholarships but all those wishing to apply should complete a financial declaration form (available on-line or from the Admissions Office) and arrange for their son or daughter to have an interview with the Head or Director of Admissions in advance of the entrance examination. The completed financial declaration form should be returned, in confidence, to the Finance Manager. Offers of Means-Tested Bursaries will be made at the same time as other places but it is customary to place some students (a small number) on a waiting list. Pupils who wish to enter for a scholarship at the same time may do so and, if successful, this will be offered in addition to the Means-Tested Bursary.

We would like to be in a position to help everyone in the expensive business of independent education, and we are delighted to offer some assistance within the framework outlined above, but the School has virtually no endowment for scholarships and bursaries and help has to come mostly from general income. We have to be stringent to be fair to all parents and look on the payment of the standard fee as the norm. It would be misleading if we allowed it to be assumed either that anyone has a 'right' to a Scholarship or that fees are negotiable.

### **Interviews**

All applicants will be interviewed at some point during the course of their application. The aim of the interview is to discover, in an informal way, more about the candidate's intellectual curiosity, level of knowledge in particular subjects, to discover his/her co-curricular interests

and talents and to evaluate his/her interpersonal skills in order to choose those who will be most suited to life at Truro School, both in and out of the classroom.