



## **POLICY 43**

### **ADMISSIONS POLICY**

Policy reviewed by	Headmistress
Governors' Committee	Education & Pastoral
Date reviewed	Lent 2023
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Next review date	Lent 2025

# TRURO HIGH SCHOOL

## ADMISSIONS

### 1. Introduction

This policy sets out the criteria for admission to Truro High School and is applicable to all pupils, including those in the EYFS.

The policy should be read in conjunction with the following school policies:

- Education Guardianship Policy
- Learning Support Policy
- EAL Policy
- Equal Opportunities Policy
- Curriculum Policy
- Complaints Policy

### 2. Equal Treatment

Truro High School is a charitable trust which seeks to benefit the public through the pursuit of its stated aims and objectives. The School encourages applications from candidates with as diverse a range of backgrounds as possible. This enriches the school community and is vital in preparing pupils for today's world.

Fee assistance in the form of scholarships and bursaries is offered some at entry points. Details can be found on the School's website.

The School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, disability, sexual orientation or social background.

### 3. Special Needs

The School welcomes applications from pupils with special needs and disabilities.

The School strongly advises parents/carers of children with special educational needs or physical or mental disabilities to discuss their daughter's requirements with the School before she sits the entrance exam so that the School can make adequate provision for her. Parents/Carers should provide a copy of an educational psychologist's report or a medical report if available.

The School will discuss thoroughly with parents/carers (and their daughter's medical advisors, if appropriate) the adjustments which can reasonably be made for the daughter if she becomes a pupil at the School.

### 4. Responsibility

The Headmistress is responsible for all decisions on admission to all parts of the School, advised by the Registrar and the Bursar. For admissions to the Prep School, the Headmistress is also advised by the Head of Prep.

The Registrar and the Director of Communications are responsible to the Headmistress for administrative matters pertaining to admission to Truro High School.

The Headmistress, together with the Bursar, is responsible for the administration of scholarships and bursaries.

The final decision for admitting a pupil rests with the Headmistress.

## **5. Admissions Criteria**

The main criteria for admission is that a pupil should be able to flourish at Truro High School and that the School is able, by making reasonable changes to facility provision and by appropriate support, to provide adequately for her needs. When considering admission, the School must feel reasonably sure that it will be able to educate and develop the prospective pupil to the best of her potential and in line with the general standards achieved by the pupil's peers.

The School's criteria for admissions of day and boarding pupils are that:

- A prospective pupil achieves a sufficiently high mark in the School's entrance assessment, interview or informal Prep School assessment to satisfy the Headmistress that she can cope with the general pace of learning at Truro High School;
- A prospective pupil, in the judgement of the Headmistress, shows sufficient aptitude, commitment and willingness to benefit from the educational opportunities on offer at Truro High School;
- The School is able to meet the needs of a prospective pupil without impairing the education and wellbeing of other pupils;
- There are sufficient vacancies in the appropriate year group and/or boarding house.

## **6. Registration**

Prior to any academic assessment or interview, parents/carers are required to complete a registration form and to pay a non-returnable registration fee. See the School's website for details.

Completion of the registration form does not constitute an offer of a place.

## **7. Prep School Admissions Process**

Applications for places are accepted at all ages provided there is sufficient room within the year group.

Pupils will be assessed by the class teacher during a taster day and the school SENCO. The School will request a reference from their previous school or nursery before a place is offered.

## **8. Senior School Admissions Process**

Applications for places are accepted at all ages, although generally the School does not admit new pupils into Year 11 or Year 13.

Prior to entry into Years 7-10 applicants are usually invited to spend a day with the appropriate year group. They are also required to sit entrance examinations at the School (or elsewhere, by arrangement) and to take part in an interview (in person or by Skype).

Applicants to the Sixth Form are offered places subject to attaining at least five 9-4 grades at GCSE, or equivalent. They should usually offer Grade 6 or above in the subjects they wish to study at A Level. Tests will be administered to provide a broad understanding of the candidate's achievement in literacy and numeracy.

The School will request a copy of the student's most recent school report and a reference from their previous school before a place is offered.

## **9. Over subscribed year groups**

Where year groups are oversubscribed, wait lists will be maintained by the school and when a place becomes available it will be offered to the candidate the Headmistress considers to be the best fit for the school at that time.

## **10. EAL Pupils**

Entry to the School of pupils for whom English is an Additional Language (EAL) can be at any age. At 11-16 all candidates for entry – apart from those staying for a short period – take an entrance examination in line with other candidates. The School requires pupils to reach a satisfactory standard in the examination so that all areas of the curriculum can be accessed. Results may be discussed internally with the Headmistress, the Deputy Head Academic, the Head of Learning Support and the EAL teacher.

The English entrance examination requires pupils to read and write in English and to answer in full and structured sentences. All candidates for entry to the Sixth Form at 16+, are expected to have achieved a Grade C/4 or above at GCSE/IGCSE English Language, or a 5.0 in IELTS, or equivalent.

Candidates aged 11-16 will also undergo an oral interview with either the Headmistress to assess their spoken English, their willingness to engage in discussion and how well they will make the transition into the School. This may be done either in person or via an online video call.

Prospective pupils may be invited to complete an intensive course of English prior to joining the School if it is indicated that they are performing below the necessary level required for entry.

## **11. Acceptance of a Place**

Parents/Carers whose daughter has been offered a place are asked to confirm their acceptance by returning a signed Acceptance of Offer Parental Contract Form within two weeks of the offer date or by a deadline set by the School. This form makes clear the School's terms and conditions.

A deposit is to be made payable to the School on receipt of final confirmation of a place, which is held for adjustment against the final term's fees. See the School's website for details.

If the School, for any reason, is unable to finally accept the child, the deposit will be returned in full.

## **12. Appeals**

Any appeal with regard to admission should be made in writing to the Headmistress, in the first instance. The appeals process will follow Stages 2 and 3, as set out in the School's Complaints Policy.

## **13. Disclosure**

In order for the School to consider what reasonable adjustments it may need to make for each individual pupil, full disclosure by parents/carers of any medical reports, educational psychology or psychiatric assessments, or any other relevant information, in advance of any application is essential. In cases of doubt, the parents/carers should consult the School well in advance of any application. If they wish, they can request the pupil's current school to undertake the consultation on their behalf. Where necessary the Head of Learning Support will contact the parents/carers either before assessment or after a place has been offered to ensure the School is able to best support their daughter and her needs.

In the event of the parents/carers disclosing relevant information (of which they are already aware) after accepting a place, or being discovered to have deliberately withheld such information at any stage during or after the admissions process, the School reserves the right to withdraw the offer of the place or, if the

pupil has already joined the School, to ask the parents/carers to withdraw their daughter, should reasonable adjustments be unable to be made to cater for the needs of the pupil.