ADMISSIONS

APPLICABILITY: All Staff and Parents

AUTHOR: Headmaster

REGULATORY REQUIREMENTS: 15a

POLICY STATEMENT

1. Tettenhall College operates a non-discriminatory policy on admissions.

2. The School will not be prejudiced by race, colour, religion or sex. No differentiation is made between the admittance of male or female pupils and there are no fixed numbers for either gender.

3. In the case of children with special educational needs the Headmaster, or an appropriate delegate, will meet the pupil and if possible see previous work and school or medical reports and statements. It will be made clear what support the school can or cannot provide. The Head of Academic Support will also meet with the child and the parents to discuss concerns before admission is confirmed.

4. Admission is based on:

   a. A satisfactory report from the prospective pupil's previous school from Year 1 upwards;

   b. Successful completion of staff-observed taster sessions for Nursery and Pre-School;

   c. Successful completion of staff-observed taster day or half-day for Reception to Year 6, during which time assessments in numeracy and literacy will take place;

   d. The successful completion of entry assessments for all pupils entering Year 7 to Year 13;

   e. The completion of a signed declaration by all parents of the prospective pupil, which informs the school of all known special educational needs of the prospective pupil concerned;

   f. Where applicable overseas pupils are required to undertake an age appropriate written language and mathematics assessment before a place is offered. Overseas agents will be asked to sign a declaration verifying the authenticity of such tests. This includes a written assessment and will also include an interview in person or via electronic media; and

   g. Completion of the entrance procedure, as set out below, for each year group of entry.

5. Tettenhall College reserves the right to refuse entry and progress into any year from Reception to Year 13 if the school's structure, in the opinion of the relevant Headmaster and teachers, does not meet the educational, pastoral and social needs of the pupil concerned.

Last Review Date: 20 July 26
Next Review Date: 19 July 27

6. Parents have the right to appeal against an unsuccessful application using the School's Complaints Procedure. The way in which Tettenhall College deals with pupil exclusion and removal is set out in the Behaviour Policy.

Admissions Procedure

7. Admission for pupils to Tettenhall College as day pupils is usually at Nursery, Reception, Year 7, at 13+ into Year 9, or at 16+ into the Lower Sixth (Year 12). Places are available for admission into other years but may be subject to the availability of an appropriate programme of study.

8. Admission for boarding pupils is at all ages from Year 6 to Year 13.

9. Pupils are selected for entry as day pupils by an assessment (Senior School), but consideration is also given to character, and co-curricular attainments or interests. We endeavour to find out as much as possible about each child before considering an offer of a place; that is why we meet with every child prior to the assessment and pay close attention to their current school report. Wherever possible, a taster day (days) will take place to allow us to assess how a pupil settles within our school environment.

10. Pupils are selected for entry as boarding pupils by an age-appropriate assessment which may be taken at the offices of one of our registered agents, or via an invigilated digital assessment. Close attention is paid to their current school report, and an online interview or interview at Tettenhall College or their country of residence will be held prior to an offer of a place being made.

11. The name of a pupil will be included in the register from the beginning of the first day on which the school has agreed, or has been notified, that the pupil will attend the school. For most pupils the expected first day of attendance is the first day of the school year.

12. Deletions from the admissions register are also regulated. Since 2006, Tettenhall College has been obliged to inform their local authority (where the school is situated) where a pupil's name is going to be deleted from the admission register on certain grounds. In summary, these were: when the child has been taken out of school to be home educated; when the family has apparently moved away; when the child has been certified as medically unfit to attend; when the child is in custody for more than four months; when the child has been permanently excluded.

13. From 1 September 2016, the above duty is extended. Tettenhall College will notify their ‘own’ local authority when they remove or add a pupil’s name to the admissions register at non-standard transitions, i.e. where a compulsory school-aged child leaves a school before completing the school’s final year or joins a school after the beginning of the school’s first year. The lawful grounds for removing a pupil, including the original ones above, and the information to be reported to the local authority, are set out in detail in Children missing education 2016. Schools are also under a duty to provide information to the local authority for standard transitions if requested.

14. In relation to deletions from the register, the duty arises as soon as the grounds for deletion are met and in any event before deleting the child’s name. As to non-standard

admissions, the notification will be made within five days of the entry on the admission register.

15. From September 2016, a school's right under the regulations to delete a pupil for non-return within 10 school days after authorised leave of 10 school days or more, or after 20 school days unauthorised absence (in both cases, in the absence of illness or other unavoidable cause), does not arise until Tettenhall College and the local authority have jointly made reasonable enquiries (described in the guidance) as to the pupil's whereabouts and failed.

16. Tettenhall College will also notify the local authority when a child or pupil fails to attend school regularly or is absent without leave for more than 10 school days (continuous).

Assessments

17. All prospective pupils (day and boarding) must complete the School's registration form and pay the £90 (UK pupils) / £120 (non-UK pupils) registration fee in order to be formally considered for a place at Tettenhall College.

Admissions Procedure for pupils with SEND

18. Pupils with SEND are not treated unfavourably in the Admissions process.

19. In the Senior School all pupils seeking admission in Year 7 are asked to attend a Taster Day. All other pupils seeking admission to other year groups are also given the same opportunity.

20. Before the Assessment Day, parents of children with SEND are advised to inform the Director of Admissions of any specific requirements needed before they attend, so that reasonable adjustments can be made. Parents are asked to provide a copy of a medical report, an educational psychologist's report or a specialist teacher's report to support their requests, for example, enlarged print, extra time, use of electronic equipment or other special arrangements.

21. Following the Assessment Day, individual pupils' already identified with SEND, in addition to certain other pupils, are invited into the School for a further visit with the Academic Support department. During this time, they may be required to complete further assessment; this information in addition to discussions between parent and child is put together in a short report, which informs the level of support needed for each individual child.

22. Other pupils with SEND seeking admission to other year groups who have selected to attend Taster Days are also asked to spend a short period of time with the Academic Support department. Similarly, they are asked to complete a few assessments and a short report containing summaries is sent to parents. An offer letter informing the level of support needed for each individual child, in addition to a decision as to whether the school is able to meet their needs is then sent to parents.

23. Before entry any adjustments needed are discussed with the Head of Academic Support before their child becomes a pupil at the school.

24. From entry point onwards information gained from assessments and staff discussions form an integrated approach to support across the whole school. For pupils' with SEND this information forms the basis for the pupils' Provision Maps, which are reviewed and updated bi-annually with all parties concerned.

25. Following admission to the school any subsequent detection of a specific difficulty is similarly investigated.

PREPARATORY SCHOOL

20. Entry is usually through the Nursery and Reception, although candidates applying for entry into other years are considered by the Headteacher of the Preparatory School where places permit.

21. Tettenhall College Preparatory School is an academically inclusive school, however during the admissions process informal numeracy and literacy assessments will be conducted by the class teacher so we can confirm if there are any areas for concern. In the case of children with special educational needs the Headteacher of the Preparatory School will meet the children and if possible see previous work and school or medical reports and statements. It will be made clear what support the school can or cannot provide. The Head of Academic Support will also meet with the child and the parents to discuss concerns before admission is confirmed.

22. The Headteacher of the Preparatory School, in conjunction with the Headmaster, will make final decisions on all pupil admissions to the school. This decision will be based on the availability of places and on the school's ability to benefit the education of the child.

SENIOR SCHOOL

Day Pupils: Entry at Year 7 and 9

Assessments

23. Candidates are invited to Tettenhall College in the January prior to entry to take our entrance assessments. They take tests in English (comprehension and essay), mathematics, and non-verbal reasoning. All assessments are designed to bring out the skills and potential of the candidates, whatever they may have covered in the past, and all candidates sitting the assessments are considered for an Academic Scholarship. In the case of Year 7 pupils these assessments are used for initial setting purposes.

24. A prospective candidate who applies after the assessment has taken place may sit the test by appointment and, if successful, will be offered a place if available or a place on the waiting list if the year group is fully subscribed.

Face to face meetings

25. During the course of the Entrance Assessment morning, all Year 7 and Year 9 candidates will take part in a range of supervised activities which will allow members of our academic staff to assess their interpersonal skills.

26. Offers of places and scholarships are based upon performance in our assessments, interview and the report from the candidate's current school. Offers are dispatched in February with acceptances required in early March. Pupils joining the school will receive detailed information in May/June.

Sixth Form Entry

27. Places are offered subject to a minimum of five GCSE passes (or equivalent) at Grade 5. Additionally, pupils will be expected to meet the specific subject entry requirements for their A Level choices.

Allocation of Places

28. In the event of the number of children registered for any year group exceeding the places available, the following will be taken into consideration:

a. The results obtained in Entrance Assessments;

b. The presence of siblings within the School or requiring entry;

c. The length of time the child has been registered for entry; and

d. References from previous schools.

29. Preference may be given to families who are relocating The criteria for admission to the School apply equally for all children, regardless of disability, ethnicity, religion, race, sexual orientation, gender or social background.

30. In the case of Nursery and Pre-School entries a judgement will be made as a result of the staff assessment of taster sessions.

International pupils

31. Arrangements for examinations for international applicants are made on an individual basis through the registered agent through whom they have applied. If the family have applied directly to the school, an invigilated assessment will be conducted by a member of the admissions team. Candidates applying for a place in the Senior School will be assessed in numeracy, literacy and non-verbal reasoning.

SCHOLARSHIPS AND BURSARIES

Bursaries

32. Our aim is to ensure that Tettenhall College is accessible to all suitable pupils, irrespective of parental income, and any prospective pupil is eligible to apply. Bursaries can also be offered to pupils already in the school whose families have suffered sudden and unexpected financial hardship.

33. However, only families with a relatively low household income are likely to receive Bursary assistance. For indicative purposes only, this means that household income per annum (before taxes and benefits) is likely to be no higher than £60,000. The award of a Bursary does not preclude pupils from holding a Scholarship award.

34. The granting of a Bursary is discretionary. In making its decisions, the School considers a wide range of appropriate matters including, but not limited to, parental / guardian income (from all sources), assets (including personal property) and other matters that are particular to the pupil, such as family circumstances. All Bursaries are reassessed annually by means of a newly completed form and disclosure of up to date financial circumstances.

35. The amount awarded is based solely upon financial circumstances. However, all Bursarial support is subject to qualifying in the Assessment and if (as is likely) the demand exceeds the number available, Bursaries will be awarded with reference to suitability for the School.

36. Parents are also required to submit comprehensive documentation in support of their applications.

37. A Bursary application form is available, and applications must be submitted to the School before the date of the Entrance Assessment/Sixth Form Interview. Bursary applications which are received later than this are unlikely to be successful as the funds are likely to have been allocated. It is likely that there will be more Bursary applications than there are funds available in which case suitability for the School will be the deciding criterion.

38. Clergy discounts are available for the children of clergy. These can represent up to 50% of the fees. Awards are also made on the basis of academic attainment, but the size of the award depends on financial need. All applicants must fill in a financial circumstances form available from the Director of Admissions. Awards are at the Headmaster's discretion. The award of a bursary is subject to the child successfully meeting the School's entrance criteria.

Automatic Fee Discounts

39. There is one automatic fee discount available: a 10% sibling discount is available on the fees for a second child, 15% for the second and 20% for the third and any subsequent child attending Tettenhall College and is claimable for as long as two or more children remain at the School.

Old Tettenhallians

40. One discount of 10% is available to one child (the youngest if more than one child is at the School) for children of Old Tettenhallians which will be applied throughout their time in the School.

Scholarships (Senior School only)

41. Scholarships are assessed with a view to encouraging pupils. The breadth and depth of the awards can vary each year depending on the quality of applicants. All 11+, 13+ and 16+ day pupil candidates are automatically considered for Academic Scholarships but specific application forms are required for other scholarships.

42. Scholarships are available to registered candidates and are all based on assessment. In the event of there being no outstanding candidates for a particular award the money may be allocated to another category.

43. The awards are made without regard to parental income and are usually worth a percentage of the school fees.

44. Scholarships awarded at 11+ and beyond will remain until the pupil reaches the end of Year 11 (when they will be reassessed) provided they maintain the expected standards (detailed in the School's Conditions of Scholarships and Awards).

45. Academic scholarships awarded at 11+ and 13+ will continue into the Sixth Form provided the pupil's GCSE performance meets the standards expected of a scholar (detailed in the Conditions of Scholarships and Awards).

46. Candidates in receipt of a specific scholarship award, eg Art, Drama, Music, and Sport must play an active part in these areas throughout their school life to retain their award.

47. Even if a bursary is awarded as a percentage of the annual fee, a scholarship may also be given.

48. A pupil who pays reduced fees because of a bursary may also be awarded an honorary scholarship, which can be implemented if future family income were to increase. **There is no set number of scholarship awards**

Academic Scholarships

49. These are awarded at 11+, 13+ and 16+ and can represent up to 50% of the fees (This is the maximum award given and in most cases the percentage will be notably lower than this).

50. At 11+ and 13+: All external candidates who have registered, and those pupils progressing from Tettenhall College Preparatory School, are automatically considered for an Academic Scholarship. The scholarships are awarded solely on the basis of our assessments, interviews and school reports.

51. At 16+: Academic Scholarships are offered on the basis of candidates' performance during an interview, as well as on predicted GCSE grades and school reports.

52. Academic scholarships are available to internal candidates not already holding an award. These are awarded following the internal practice examinations.

53. All Academic Scholarship holders must make excellent academic progress and display high standards of behaviour.

Art Scholarships

54. These are awarded at 11+, 13+ and 16+ and can represent a percentage of the fees. Candidates wishing to be considered for a scholarship will initially be asked to submit a portfolio of their work for assessment by the Subject Leader of Art. The portfolio should

reflect the breadth and depth of personal interest and may include paintings, prints, drawings and photographs of three-dimensional work. Portfolios will be returned. Successful candidates will be invited to attend a scholarship interview and to undertake a still life drawing and a modelling exercise in clay. Sketchbooks and a selection of the work from the portfolio should be made available at the interview. Scholars entering at 13 will be expected to select Art as one of their GCSE choices. Scholarship entering at 16 will be expected to select Art as one of their A Level choice. In addition, the pupil must make sound academic progress and display high standards of behaviour.

Performing Arts Scholarships

55. These are awarded as individual scholarships and can represent a percentage of the fees. Candidates who have applied for a Performing Arts Scholarship will be required to perform two contrasting monologues, and to present a portfolio of their experience and achievements in drama. Performing Arts Scholars are expected to play leading roles in the College's drama activities, and to be involved in all of the productions and workshops that are offered during their time at the College. It is expected that Performing Arts scholars should also follow the Drama and Theatre courses available at GCSE and A Level. In addition, the pupil must make sound academic progress and display high standards of behaviour.

Music Scholarships

56. Music Scholarships are awarded at 11+, 13+ and 16+ and can represent a percentage of the fees. These awards are made on the basis of musical potential as well as actual achievement. As a guide we would expect to see pupils achieving at a level equivalent to grade four on one instrument, or making excellent progress on two or more instruments/ voice. Pupils applying for scholarship at 13 and 16 must be able to offer two instruments/voice, and must be at an advanced level on their principal instrument.

57. Auditions take place early in the Spring Term during which candidates are required to perform one substantial piece (or two shorter pieces) on their principal instrument, and one piece on a second instrument (if studied). There are also sight-reading, aural tests and an informal interview with members of the Music department.

58. All Music Scholarship holders are expected to be ambassadors for the music department. They are expected to follow a course of individual instrument/vocal tuition in their chosen instrument(s), to perform regularly both as soloists and members of the School's ensembles and/or sing in the College choir.

59. A separate Music Audition is given to candidates and these will be held in January of the year of entry. Retention of such an award is subject to excellent musical progress and a high level of involvement in the musical life of the School; in addition, the pupil must make sound academic progress and display high standards of behaviour.

Sports Scholarships

60. These are awarded at 11+, 13+ and 16+ and can represent a percentage of the fees. Candidates are expected to show exceptional promise in at least one sport and should be playing at district/county level or equivalent. Candidates will be required to take part in drills and game situations to show evidence of their positional and tactical awareness as

well as skill, agility and fitness level. Records of achievement and school recommendations will be taken into consideration. In some cases, a five-minute piece of video evidence should be submitted so a proper assessment can be made of the pupil playing their sport at the appropriate level.

61. All Sports Scholars are expected to be fully committed to the College's annual sports programme. They are expected to make themselves available for matches and fixtures as and when required as well as training programmes. The award is subject to an annual assessment to demonstrate outstanding commitment and performance regularly in the team of one or more of the College's major sports.

International Scholarships

62. Scholarships are awarded to international pupils who are judged to have the potential to make a significant contribution to the boarding community which may include one or more of the Scholarship areas above.

PROGRESSION THROUGH THE SCHOOL

Year 7

63. The offer of a place in the Senior School will be made based on the recommendation of the Headteacher of the Preparatory School who must be satisfied that the pupil will be able to cope with the pace and rigour of academic life in the Senior School. If the Headteacher of the Preparatory Division has any concerns about a pupil's progression into the Senior School, he/ she will meet with parents as soon as possible in the pupil's School career and at the latest before the end of the Autumn Term preceding entry to the Senior School.

64. It is assumed that a pupil in Year 6 of Tettenhall College Preparatory School will continue into the Senior School (and parents must in every case give a term's notice if that is not the pupil's and their intention).

65. All pupils progressing to the Senior School must also have demonstrated a willingness and ability to contribute positively to the life of the School, and an ability to benefit from the educational opportunities on offer.

Sixth Form

66. It is assumed that a pupil will continue into the Sixth Form (and parents must in every case give a term's notice if that is not the pupil's intention). All pupils progressing to the Sixth Form must also have demonstrated good work habits, a willingness and ability to contribute positively to the life of the School and have been able to satisfy the Sixth Form GCSE entry requirements.

67. The Admissions Policy will be reviewed annually.