

## **Talbot Heath School Admissions Policy and Procedures: Whole school, inc. EYFS**

**Date of adoption:** 20<sup>th</sup> September 2022

**Date for next adoption:** Autumn Term 2023

### **1 INTRODUCTION**

Talbot Heath School is a leading independent school in Dorset that offers girls aged 3 to 18 an outstanding education within a strong and supportive community. Talbot Heath is an academically selective school. Our selection process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the School.

Talbot Heath School is a day and boarding school with circa 600 pupils, 40 of whom are boarders. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We hold a number of open events throughout the year, which enable parents to meet key staff, pupils and existing parents. Details of these are always published on our website.

There is a Head of Admissions in Junior school, for children joining Kindergarten-Year6.  
There is a Head of Admissions in Senior School, for children joining Year 7 -Upper Sixth.

### **2 THE SCHOOL**

Talbot Heath School Trust Limited, trading as Talbot Heath School, is a company limited by guarantee (company no.01584957) and a registered charity (charity no. 283708), governed by a Governing Body.

The School comprises the following departments:

- Pre-Preparatory Department from the term after the child's third birthday to 6 years;
- Junior School from 7 to 11 years;
- Senior School from 11 to 16 years;
- Sixth Form from 16 to 19 years.

### **3 THE ENTRY PROCEDURE**

#### **3.1 Kindergarten and Reception**

a. Parents wishing their child to attend Talbot Heath School arrange a visit to the department and meet with the Head of Junior School or a member of the Junior School Senior Leadership Team.

b. Parents fill in a Registration Form and pay a registration fee. If a place can be offered, an Offer Letter and Acceptance Form is sent and the deposit must be paid before the child starts at Talbot Heath.

c. Registration Forms are retained in strict order of receipt for any children with more than a year to go before reaching entry age. Places are allocated in order of application.

The number of places is limited to maintain optimal class sizes. Additional children will be placed on a waiting list. Entry will be the term after the child's third birthday (Kindergarten) or at 4+ (Reception) at 1<sup>st</sup> September.

There is no formal assessment for entry into Kindergarten or Reception, however, all prospective pupils are invited in for an informal session before an offer is made.

#### **3.2 Years 1 and 2 (Key Stage 1)**

a. Parents wishing their child to attend Talbot Heath School arrange a visit to the department and meet with the Head of Junior School or a member of the Junior School Senior Leadership Team.

b. Parents fill in a Registration Form and pay a non-refundable registration fee.

c. On receipt of this form and non-refundable Application fee, a child wishing to enter Years 1 and 2 will be invited to spend a 'taster day' in school. During this day the prospective pupil

will spend the day with their peer group and experience a typical school day. Children wishing to enter Years 1 will be assessed informally in reading, writing and maths as part of their visit. Children in Year Two will be given digital CAT (Cognitive Ability Tests). If a child is already attending formal schooling then a Head Teacher's report will always be requested from their current school. If a child has specific learning needs, details of these should be disclosed prior to a child's taster day.

d. On receipt of the pupil's current Headteacher report, CAT results, teacher observations and any other relevant data and results, the Headteacher and Senior Leadership Team decide whether to offer a place.

e. If a place can be offered, an Offer Letter and Acceptance Form is sent and the deposit must be paid before the child starts at Talbot Heath.

### **3.3 Junior Department: Years 3-6 (Key Stage 2)**

a. Parents wishing their child to attend Talbot Heath School arrange a visit to the department and meet with the Head of Junior School or a member of the Junior School Senior Leadership Team.

b. Parents fill in a Registration Form and pay a non-refundable registration fee.

c. On receipt of this form and non-refundable Application fee, children wishing to enter Years 3-6 will be invited to spend a 'taster day' in school in order to experience a typical school day within their peer group. As part of this visit a prospective pupil will be given digital CAT (Cognitive Ability Tests). If a child is already attending formal schooling then a Head Teacher's report will always be requested from their current school. If a child has specific learning needs, details of these should be disclosed prior to a child's taster day.

From Year 2, pupils will be regularly assessed using national standardised tests such as:

- CAT (Years 2, 4 and 6)
- Spelling and Reading tests (annually)
- Progress tests in English, Maths and Science (annually)

Teachers also carry out their own assessments as part of their curriculum.

### **3.4 Senior School: Transition from Year 6 to Year 7**

#### **Pupils who are already at Talbot Heath**

Pupils who attend Talbot Heath Junior School will be offered a place in Year 7 if they have consistently demonstrated the following during their time at the school:

- a positive attitude to learning across the curriculum
- standardised and teacher evidence of progress being made in core subjects, English, Maths and Science.
- embodiment of our school motto, 'Honour before Honours', to include: kindness to others, good behaviour, contribution to school life and being a positive role model.

Pupils identified as being high achievers, academically, in the Junior School will be invited to sit for an academic scholarship. The number of pupils invited will vary each year and is at the discretion of the Heads of School. Pupils are welcome to apply for other available scholarships.

During a pupil's time at Talbot Heath, reports, teacher meetings, meetings with the SENDCo, Additional Support Plans and meetings with the Senior Leadership Team will contribute to the decision as to whether a pupil transitions into Year 7.

#### **External Candidates**

Those wishing to join Talbot Heath in Year 7 will be required to sit CAT assessments in the Autumn term of Year 6. These are national, age standardised cognitive ability tests in:

Verbal, Quantitative, Non-Verbal and Spatial reasoning. These are administered digitally, on-site, under test conditions. Due to the nature of the tests, they cannot be revised for. If a child has specific learning needs, details of these should be disclosed to Admissions prior to testing.

Performance in these tests, in conjunction with a current Headteacher's report that includes information and data pertaining to all subjects, will contribute to the decision as to whether a pupil is offered a place in Year 7.

External candidates identified as being high achievers, academically, will be invited to sit for an academic scholarship. The number of pupils invited will vary each year and is at the discretion of the Heads of School. Pupils are welcome to apply for other available scholarships.

All candidates will also be invited to tour the school and meet with Mrs Holloway. The usual points of entry to the Senior School are at 11+/Year 7 and 13+/Year 9. We admit 60 pupils a year at Year 7, and a number of pupils at Year 9. The School may also have occasional places at other ages. Please contact the Head of Admissions for further details. Information regarding scholarships and bursaries is available from the Head of Admissions.

### **3 SIXTH FORM**

We welcome new girls into the Sixth Form each year. Prospective Sixth Formers are invited to visit the school, meet pupils and discuss their A level choices with staff. The offer of a Sixth Form place is conditional upon the candidate achieving a minimum of five subjects at grade 6 or above at GCSE (or the International equivalent). We expect a candidate to have at least a grade 6 in the subjects they wish to study to A level. The most up-to-date information regarding entry requirements and academic standards is available in the latest version of the Sixth Form options booklet. A report and reference from the candidate's present school is always requested as part of the entrance procedure. In some instances, the candidate for entry at 16+ may be required to sit Sixth Form entrance papers in the subjects that they propose to study at AS and A2.

### **4 ADMISSIONS CRITERIA**

Our aim is to admit pupils with academic and other qualities such that the child would gain the maximum benefit from the opportunities available at Talbot Heath School, whilst maintaining a balance between day and boarding pupils. In the event of there being more applications than places available, places for entry to the Junior School and above will be offered in accordance with the following criteria; the weighting of these criteria may vary:

- academic ability or an informal teaching assessment
- school report or Head Teacher's reference
- extra-curricular interests & other talents
- siblings\* at Talbot Heath School
- previous attendance at Talbot Heath School
- class size and size of the school roll
- other factors

\* A child is a sibling if they are a full or half-brother or sister, an adoptive brother or sister or if they are children of the same household – although this does not guarantee entrance.

### **5 SIBLING POLICY**

Most siblings join us at Talbot Heath School. However, admission is not automatic and there may be occasions where the School is oversubscribed or judges that a sibling is likely to thrive better in a different academic environment.

## **6 PUPIL NUMBERS**

The Head Teacher at each School is responsible for decisions relating to the admission of pupils into the School. The Head Teacher will determine the number of pupils that can be admitted at each level of entry.

The Pre-Preparatory Department generally expects to admit up to a maximum of:

- Kindergarten - 20 pupils per year group
- Reception to Year 2 – 40 pupils per year group

The Junior School generally expects to admit up to 40 pupils per year group

The Senior School generally expects to admit up to 60 pupils per year group.

The Sixth Form generally expects to admit up to 45 pupils into Lower Sixth.

The School may accept a few pupils into other years if places are available.

## **7 TIMING AND OFFER OF A PLACE**

Applicants for admission should register/apply by the date, specified each year, in the Autumn Term of the year preceding the desired year of admission. The School's Registration/Application Form is available on the School's website and from the Head of Admissions (Senior School) or Head's PA (Junior School). Whether or not a place is offered rests with the Head Teacher and their decision is final. All offers of places are made in writing by the Head Teacher.

If a place at the School is offered and accepted, on completion of an Acceptance Form and payment of the non-refundable Acceptance Deposit, the pupil will be registered for entry. It is hoped that pupils will progress through the School to the Senior School and Sixth Form. However, this may not be the most suitable option for every pupil. In such circumstances advice should be taken from the Head Teacher or their appointed Deputies. When applications exceed the number of places available, it is inevitable that some will be disappointed. A waiting list of unsuccessful applicants will be held and places offered as they become available. Waiting lists may be held for places at all points of entry to the School – if you do not wish for your details to be held, please inform the Admissions Officer.

## **8 EQUAL TREATMENT**

Talbot Heath School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, disability, sexual orientation or social background. Talbot Heath School's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Generous bursaries are offered to girls entering the school at 11+ and above in order to make it possible for as many as possible who meet the School's admission criteria to attend the School. The School's provision for scholarships and bursaries is described in paragraph 11 below.

## **Religious Beliefs**

Talbot Heath School welcomes applications from prospective pupils of all faiths and of no faith. Although Talbot Heath School has religious roots as a Church of England school, the School does not select for entry on the basis of religious belief alone. However, parents should be aware that there is compulsory morning assembly and that all pupils are expected to attend.

## **9 SPECIAL EDUCATIONAL NEEDS AND DISABILITIES**

Talbot Heath School does not unlawfully discriminate in any way regarding entry. The School adheres to the Equality Act 2010 and welcomes pupils with disabilities and/or special educational needs, providing we can offer them any support that they require and cater for any additional needs and that our site can accommodate them.

We strongly advise parents of a prospective pupil with any kind of additional needs to discuss their child's requirements with the School as early as possible. This will enable the school to make any reasonable adjustments in relation to Open Days, entrance examinations and/or entry to the school.

Parents should provide a copy of an educational psychologist's report or a medical report if they have one. The School will discuss thoroughly with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if she becomes a pupil at the School.

## **10 THE SELECTION PROCESS**

The aim of the process is to identify potential. Talbot Heath School is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The School has strong traditions in music, drama, art, debating, community activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual. No specific preparation for the entrance tests is needed, all candidates start on an equal footing, with identical opportunities to display their academic aptitude and extracurricular skills. The dates for the assessment process for the current year are published on our website, together with the dates that results are posted to families and the closing date for acceptances. In the Senior School, places are offered to candidates from our waiting list after the closing date for acceptances.

## **11 SCHOLARSHIPS AND BURSARIES**

Scholarships and bursaries are offered to girls entering the school at 11+ and above.

Talbot Heath School offers a number of scholarships every year for excellence in:

- Academic subjects
- Music
- Sport
- All Rounder
- Sixth Form
- Tennis Academy
- Swimming Academy

Scholarship awards are generally in the region of 10-20% and in exceptional circumstances may be in excess of this. Scholarships are highly sought after and only a small percentage of scholarship applications are successful as scholarships are limited. There will be an annual review and if a pupil has been awarded a scholarship for a particular discipline then the school will expect involvement, engagement and progression. A scholarship may be withdrawn in accordance with the terms upon which such award is made or in accordance with the School's Terms and Conditions.

Talbot Heath School's bursary programme is generous and is designed to make it possible for as many as possible of those who meet Talbot Heath School's entry criteria to take up a place here. A bursary may be withdrawn in accordance with the terms upon which such award is made or in accordance with the School's Terms and Conditions.

For further detail, please refer to the Awarding of Scholarships and Bursaries Framework, which is available on the website or on request from the Head of Admissions.

## **12 OVERSEAS APPLICANTS**

We welcome overseas pupils, who can study at Talbot Heath School provided that she has a relative or guardian living in the UK.

### **Boarders**

All girls whose parents reside overseas must have appointed a guardian in England who will take responsibility for the pupil during short holidays and exeat, and will act for their parents in case of emergency.

### **Fluency in English**

In order to cope with the academic and social demands of Talbot Heath School, pupils must be fluent English speakers. Normally pupils should have been educated in the English medium for a number of years before coming to the School. Tuition in English as an Additional Language (EAL) can be arranged at the discretion of the Head.

### **13 SCHOOL'S TERMS & CONDITIONS**

A copy of the School's Parent/School Contract is available on the School's website and will be made available to parents as part of the admissions process.

Please note that a full Term's notice of withdrawal from the school is required. For further detail, please refer to the Parent/School Contract.

#### **Health**

Girls entering the school are required to undergo a medical examination by their own doctor or the School Nurse. A medical form is issued by the school for this purpose. It is expected that every girl will have been immunised against diphtheria and tetanus before entering school.

#### **Home School Agreements**

Parents and pupils (from Year 3 upwards) are required to read and sign the HomeSchool Agreement prior to entry.

### **14 COMPLAINTS**

The School hopes that parents and pupils do not have any complaints about the School's Admissions Process; but copies of the School's Complaints Procedure are available on our website and can be sent to parents on request. This policy contains further detail on how to make a complaint or appeal an admissions decision of the School.

### **15 DATA PROTECTION**

For data protection purposes, Talbot Heath School Trust Limited is the data controller. The School will process personal data about prospective, current and past Parents and Pupils in accordance with applicable data protection laws. More details of our personal data processing activities generally can be found in the School's Data Protection Policy and Privacy Notice(s), available on our website.