



ADMISSIONS POLICY

This whole school policy also applies to the Early Years Foundation Stage

1. Introduction

1.1 Tormead is an independent, selective day school for girls, with around 750 pupils between the ages of 4 and 18. The main points of entry are at the ages of four (Reception), seven (Year 3), eleven (Year 7) and sixteen (Sixth Form). However, places occasionally become available in other year groups and we are pleased to consider applications at any stage. We aim to offer places to sisters of current pupils wherever possible, but we are looking above all for potential and for pupils who will thrive and be happy in Tormead's stimulating environment.

2. Other Policies

2.1 This policy should be read in conjunction with Tormead's:

- i. Accessibility Policy
- ii. Behaviour Policy
- iii. Equal Opportunities Policy
- iv. SEND Policy

3. Registrar

3.1 The admissions process is managed by the Registrar who can be contacted at admissions@tormeadschool.org.uk or on 01483 796040.

4. Visiting Tormead

4.1 Open Mornings are held throughout the year in both the Prep and Senior School. Visits at other times can be arranged with the Registrar.

5. Registration

5.1 The closing date for Sixth Form registration is 14 October and 31 October for all other entry points. To register your daughter, you will need to complete a registration form, available on the website, in our prospectus pack, or by contacting the Registrar. Once registered, prospective pupils for Year 7 are invited to an Activity Day which takes place in the second half of the Autumn Term.

6. Transfer from Prep School

6.1 It is usual for Tormead Prep School pupils to transfer to the Senior School unless there are concerns about progress. In such cases, discussions will have taken place with parents, enabling them to make alternative arrangements for their daughter's secondary education.

7. **Assessment**

7.1 As an academically selective school, Tormead offers places based on the results of the tests and/or interviews as detailed below, along with a reference from the pupil's current school if applicable.

7.2 Reception (4+)

Assessment for Reception takes place in November. The girls are observed by several members of staff as they perform simple tasks and interact with each other. This assessment takes an hour.

7.3 Year 3 (7+)

Assessments take place in early January. The girls stay at Tormead all day. During the morning they sit tests in Mathematics, English and Verbal Reasoning. There are several parts to the tests, such as story writing, reading, spelling etc. In the afternoon, girls are invited to meet current pupils and take part in lessons to help them gain a feel for the everyday life of the School.

7.4 Year 7 (11+)

Assessments take place over the course of a morning in early December. These involve testing in Mathematics and English as well as an interview. References and/or reports are obtained from each pupil's current school. NB: Tormead Prep pupils are not required to sit 11+ Assessment

7.5 Sixth Form (16+)

Places in the Sixth Form are offered conditionally on the basis of predicted GCSE grades and an interview, conducted in November/December for entry the following September. Sixth Form applicants are normally required to have a minimum of eight GCSEs with at least seven at grade 7 or above, with a minimum of grade 7 required for those subjects to be studied in Sixth Form, although cases will be assessed on an individual basis and certain departments require an 8.

8. **Reports from Current Schools**

8.1 Once parental permission is received, contact is made with the girl's current school to request a brief confidential report on her academic and other achievements. A similar request is made to nurseries and playgroups for children joining the Reception Class.

9. **Special Educational Needs and Disabilities (SEND)**

9.1 Parents of all prospective girls are encouraged to give full details of the nature and effect of any special educational need or disability affecting their daughter in order to enable the School to consider any adjustments it might need to make.

9.2 In assessing any girl or prospective girl the School may take such advice and require such assessments as it regards as appropriate. Subject to this, the School will be sensitive to any requests for confidentiality. Some adjustments can and will be made, such as seating a girl with a known hearing or visual impairment at the front of the class during the entrance examinations.

9.3 Given the academically selective nature of the School, no adjustment will be made to the minimum overall academic standard required of all girls, but individual reports on SEND will be taken into account when assessing performance in the examinations.

10. **Acceptance**

- 10.1 Parents are asked, on acceptance of a place, to sign that they agree to conform to the Terms and Conditions. A copy of the Terms and Conditions is sent when a place is offered.

11. **Transition**

- 11.1 We recognise that the transition between schools can be a period of challenge for a number of our girls and have systems in place to ease this process and minimise any sense of upheaval. Please see our Behaviour Policy for further details. The Registrar will notify the local authority when we add or remove a pupil's name to the Admissions register at non-standard transitions.

12. **Admissions register**

- 12.1 The admissions register is electronically backed up on a monthly basis. The Head of IT is responsible for ensuring this has been done.
- 12.2 The admissions register will be kept for a minimum of three years.
- 12.3 An annual audit after each Admissions cycle takes place to ensure the correct data is captured on the admissions register.

13. **Scholarships**

- 13.1 All scholarships are reviewed annually and are tenable for the whole of a girl's time at Tormead, subject to our satisfaction with her overall effort and attitude towards her studies. Award-holders are expected to remain at Tormead until they have completed their A-Level examinations.

13.2 Year 3 (7+)

13.3 Academic

Academic Scholarships are available to girls – both Pre-Prep pupils and external applicants. External applicants will be invited to sit 7+ Entry tests in English, Mathematics and Verbal Reasoning, along with current pupils. There is no separate scholarship application form to complete to be considered for this award. Current Pre-Prep girls are automatically considered for the scholarship and do not need to submit a registration or application form. Girls who display scholarship attributes will be invited for interview with the Prep School Head and the Director of Studies.

- 13.4 The Scholarship is worth 10% reduction in fees and will be for the duration of the pupil's time in the Prep School. There will be an expectation that the scholar will perform at a high academic level throughout her time at the Prep School and participate fully in the Beacon Programme.

13.5 Year 7 (11+)

At 11+ (Year 7) we offer Academic, Music, Art, Drama and Sport Scholarships worth 10% of tuition fees. Scholarship application forms are sent following the deadline for registration.

13.6 Academic

Candidates are assessed for Academic Scholarships on the basis of their performance in the entrance examination. All candidates are therefore automatically considered and there are no separate scholarship papers. Academic scholars are expected to attend

Clayton Society events including half-termly meetings and the annual lecture and dinner; Beacon enrichment sessions; and termly informal meetings with the Head.

13.7 Art

To be considered for an Art Scholarship, candidates must submit a collection of their recent artwork and/or a selection of their sketchbooks on the day of the entrance examination. Interviews for short-listed candidates, which include a one-hour drawing test, normally take place in January. Art Scholars are expected to study Art at GCSE level and attend Art Scholars' Club.

13.8 Drama

To be considered for a Drama Scholarship, candidates are asked to bring a portfolio with them to act as a focus for discussion. This may include certificates from Drama examinations, photos and/or programmes from productions that the candidate has performed in or seen and reviews of productions or reflections on workshops. Shortlisted candidates will be invited to Tormead for a twenty-minute audition with the Head of Drama in January. During the audition, candidates will be asked to perform a pre-prepared monologue of their own choice which lasts no more than two minutes. Drama Scholars are expected to study Drama to at least GCSE level and play a leading role in Tormead's Drama programme.

13.9 Music

To be considered for a Music Scholarship, candidates should be approximately Grade 4/5 standard on their principal instrument and show evidence of attainment on a second instrument. Auditions will normally be held in January. Candidates will be expected to perform two contrasting pieces of music on their principal instrument and one piece on their second. There will be aural and sight-reading tests, together with a short interview. Evidence of composition, whether played or written down, may be an advantage.

13.10 In addition to the reduction in fees, Music Scholarships cover the cost of tuition for one instrument, provided that tuition is taken at Tormead. Scholars are also encouraged to participate in our Endangered Instruments Scheme: Music Scholars who are currently learning, or who wish to choose to start lessons on, oboe, bassoon, French horn, double bass or trombone will have the cost of these lessons covered, where the lessons are taken in Tormead. Music Scholars are expected to study Music at GCSE level and contribute wholeheartedly to at least three extra-curricular music groups in the school.

13.11 A Music Exhibition may also be awarded. There is no reduction in school fees, but an Exhibition does cover the cost of instrument tuition provided that the tuition takes place at school.

13.12 Sport

In order to be considered for a Sport Scholarship, candidates must submit a one-page sporting CV. Short-listed candidate are invited to attend an assessment day which normally takes place on the Saturday following the entrance interviews in January. Sport Scholars are expected to participate in the Elite Athletes Programme and contribute wholeheartedly to the sporting life of the School.

13.14 Sixth Form (16+)

In the Sixth Form we offer Academic, Art, Drama, Music and Sport Scholarships worth 10% of tuition fees. Scholarship application forms for external candidates are sent following the deadline for registration.

13.15 Academic

Candidates are assessed for Academic Scholarships on the basis of their performance in the scholarship examination and interview. Academic scholars are expected to attend Clayton Society events including half-termly meetings and the annual lecture and dinner; Beacon enrichment sessions; and termly informal meetings with the Head.

13.16 Art

To be considered for an Art Scholarship, candidates must submit a collection of one year's work and a selection of their sketchbooks, a discussion of which will form the basis of their interview. Art Scholars are expected to study Art at A level and contribute wholeheartedly to the department.

13.17 Drama

To be considered for a Drama Scholarship, candidates must prepare and perform a two-minute long monologue. They will also have an interview with the Head of Drama during which they will be asked to elaborate upon their experience by sharing a portfolio of photographs, certificates and/or programmes that highlights their experience of Drama both in and outside school. Drama Scholars are expected to study Drama up to AS Level and they must play a leading role in the School's Drama programme, both on and off stage.

13.18 Music

To be considered for a Music Scholarship, candidates should be approximately Grade 6/7 standard on their principal instrument and show evidence of attainment on a second instrument. Candidates will be expected to perform two contrasting pieces of music on their principal instrument and one piece on their second. There will be aural and sight-reading tests, together with a short interview. Evidence of composition, whether played or written down, may be an advantage.

13.19 In addition to the reduction in fees, Music Scholarships cover the cost of tuition for one instrument, provided that tuition is taken at Tormead. Scholars are also encouraged to participate in our Endangered Instruments Scheme: Music Scholars who are currently learning, or who wish to choose to start lessons on, oboe, bassoon, French horn, double bass or trombone will have the cost of these lessons covered, where the lessons are taken in Tormead. Music Scholars are expected to contribute wholeheartedly to at least three extra-curricular music groups in the school.

13.20 A Music Exhibition may also be awarded. There is no reduction in school fees, but an Exhibition does cover the cost of instrument tuition provided that the tuition takes place at school.

14. **Entrance Bursaries**

14.1 The Governors of Tormead are committed to broadening access to the school by offering to eligible parents/guardians means-tested financial support with the payment of school fees.

14.2 Entrance bursaries are for new applicants to the school at 11+ and 16+, where parents/guardians are unable to fund the tuition fees. They may be awarded in the form of a discount of up to 100% on tuition fees payable and assistance with extras and will include school uniform and residential trips, depending on the financial, compassionate or other pertinent circumstances of applicants. In some cases, assistance with lunches and transport to/from school may also be available.

14.3 There are a limited number of Entrance Bursaries available each year; interest must be registered before an application can be made. Deadlines for these, as well as further information regarding bursaries, can be found on our website: [Guidance and Application Process for Entrance Bursaries](#).

Date of Last Review: 22 February 2022

By Resolution of the Governing Body:

MRS R HARRIS
Chair of Governors
David Boyd

Mr Boyd
Head

22 February 2022

