ADMISSIONS POLICY

This whole school policy also applies to the Prep School

Last review	September 2024
Responsibility	The Registrar and the Deputy Head (External Relations)
Policy Approval	Governing Body
Review frequency	3 years

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1. Introduction

Tormead is an independent, selective day school for girls, with 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

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

- Accessibility Policy
- Behaviour Policy
- Pupils' Equal Opportunities Policy
- SEND Policy

3. Head of Admissions

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

4. Visiting Tormead

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

5. Registration

The closing date for the Reception (4+) and Sixth Form registration is 7 October and 31 October for all other entry points. To register your daughter, you will need to pay a registration fee and complete a

registration form, available on the website. Once registered, prospective pupils for Year 3 (7+) and Year 7 (11+) are invited to an Activity Day which takes place in the second half of the autumn term.

6. Transfer from Prep School

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

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.

Reception (4+)

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

Year 3 (7+)

Assessments take place in early January and are spread out across the morning. During their visit they sit tests in mathematics, English and verbal reasoning. There are several parts to the tests, such as story writing, reading, spelling etc. Candidates are invited to meet current pupils and take part in lessons to help them gain a feel for the everyday life of the School. Academic Scholarships are offered based on performance in the entrance examinations. Current Tormead Year 2 pupils are offered based on performance in their academic assessments in school.

Year 7 (11+)

Assessments take place 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. **Tormead Prep pupils are not required to sit 11+ Assessment.**

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 passes with a minimum of grade 7 required for those subjects to be studied in Sixth Form.

8. Reports from Current Schools

Once parental permission is received, contact is made with the pupil'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)

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

In assessing any pupil or prospective pupil, 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 pupil with a known hearing or visual impairment at the front of the class during the entrance examinations.

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

10. Acceptance

Parents are asked, on acceptance of a place, to sign that they agree to conform to the Terms and Conditions (Parent Contract). All holders of parental responsibility for the named child must sign the acceptance form. A copy of the Terms and Conditions is sent as part of the Parent Contract when a place is offered.

11. Transition

We recognise that the transition between schools can be a period of challenge for a number of our pupils and have systems in place to ease this process and minimise any sense of upheaval. Please see our Behaviour Policy for further details. The Head of Admissions will notify the local authority when we add a pupil to the Admissions register and the Head's PA notifies of any leavers.

12. Admissions register

The admissions register is electronically backed up on a monthly basis. The Head of IT is responsible for ensuring this has been done. The admissions register will be kept for a minimum of six years and in accordance with the Records Management Policy.

13. Scholarships for external candidates

All scholarships are reviewed annually and are tenable for the whole of a pupil'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.

Year 3 (7+)

- Academic

  Academic Scholarships are available to our current year 2 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 year 2 pupils are automatically considered for the scholarship and do not need to submit a registration or application form.

  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 academic enrichment programme.

Year 7 (11+)

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

- 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; academic enrichment sessions; and termly informal meetings with the Head.

- Art

  To be considered for an Art Scholarship, candidates must submit a collection of their recent artwork and/or a selection of their sketchbooks. Interviews for short-listed candidates, which include a one-hour drawing test, normally take place in December/January. Art Scholars are expected to study Art at GCSE level and attend Art Scholars' Club. In addition to a reduction in fees, Art Scholars are awarded a one-off payment of £200 to contribute to art supplies.

- Drama
  To be considered for a Drama Scholarship, candidates complete the application form and are then short-listed and invited for auditions. Shortlisted candidates will be invited to Tormead for an hour-long group workshop including a ten-minute individual audition with the Head of Drama in December/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.

- Music
  To be considered for a Music Scholarship, candidates should be approximately Grade 3/4 standard on their principal instrument and show evidence of attainment on a second instrument. Auditions will normally be held in December/January.

  Shortlisted candidates will be invited to an audition and interview with a panel of Music Department staff. Shortlisted candidates should prepare a performance on their first instrument lasting no longer than three minutes. Performers may also prepare a performance on their second instrument.

  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 (bassoon, cello, double bass, French horn, oboe, trombone and viola). Scholars 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.

- Sport
  In order to be considered for a Sport Scholarship, candidates must submit a one-page sporting CV and complete an application form. Short-listed candidates 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 Talented Performer Programme and contribute wholeheartedly to the sporting life of the School.

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 in October.

- 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; academic enrichment sessions; and termly informal meetings with the Head.

- 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.

- Drama
  To be considered for a Drama Scholarship, candidates must prepare and perform a two-minute 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 at A Level, and they must play a leading role in the School's Drama programme, both on and off stage.

- Music
  To be considered for a Music Scholarship, candidates should be approximately Grade 5/6 standard on their principal instrument and show evidence of attainment on a second instrument. Shortlisted candidates will be invited to an audition and interview with the Director of Music and Assistant Director of Music. This will include aural and sight-reading tests to establish musicality and general musical knowledge.

  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 (bassoon, cello, double bass, French horn, oboe, trombone and viola). Scholars 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 and study music at A level.

  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.

- Sport
  To be considered for a Sport Scholarship, pupils should have demonstrated exceptional commitment, potential, and achievements in sport, whether at school, club, or national pathway level. We particularly encourage applications from pupils excelling in our 'Performance' sports: cricket, gymnastics, hockey, and netball. In addition, we welcome talented athletes from our 'Core' sports: swimming, tennis, football and athletics.

  Applicants should complete the Sixth Form Scholarship Application Form along with a one-sided A4 Sports CV detailing their sporting achievements and current performance levels. Shortlisted applicants will have the opportunity to meet with our Director of Sport and relevant Heads of Sport to discuss their suitability for the scholarship.

14. Scholarships for internal candidates

Year 7 (11+)

At 11+ (Year 7) we offer Academic, Art, Drama, Music and Sport Scholarships worth 10% of tuition fees.

- Academic
  Following the Year 6 assessments, selected pupils will be put forward for a Senior School Academic Scholarship. Parents will be notified in November of Year 6 if their daughter has been shortlisted and they will be invited to an interview conducted by a member of the Senior Leadership Team.

- Art, Music, Drama and Sport
  To be considered for a Scholarship in these subjects, candidates should follow the processes outlined above for external candidates (section 13)

Sixth Form (16+)

In Year 11 we offer Academic, Art, Drama, Music and Sport Scholarships worth 10% of tuition fees. Scholarships are awarded after the end of Year 10 examinations with the expectation that pupils remain at Tormead until they have completed their A Level examinations.

- Academic
  Results of the end of year assessments are reviewed along with Head of Department recommendations and a short list is compiled. No further academic assessments are required. An information interview is conducted by senior staff members to select the final recipients.

- Art, Music and Drama
  To be considered for a Scholarship in these subjects, candidates should follow the processes outlined above for external candidates (section 13).

- Sport
  Sports Scholarships will be awarded by the Sports Department in consultation with the Head.

15. Entrance Bursaries

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

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.

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.