



TAVERHAM HALL

Preparatory School

Admissions Policy

Policy on Admissions

In keeping with our stated aims and objectives there are places at Taverham Hall School for children who will benefit from our all round education and who will be active partners in the school. The curriculum we offer is broad and this, coupled with our extra-curricular programme, provides opportunities for all pupils to progress, develop talents and self esteem. General guidelines and procedures are outlined below.

Registration of interest

Pupils are initially registered after parents have completed and signed the school's Registration Form and returned it with the registration fee of £75 per pupil (£50 for Nursery). The registration fee is not refundable. Correspondence should be addressed to the Admissions Secretary and cheques should be made payable to Taverham Hall Educational Trust Ltd.

This initial registration is not a guarantee of a place until a letter offering a place has been issued and the Acceptance Form (signed by both parents, unless some other arrangement has been agreed) returned together with the deposit of £250 (see **Deposit** for details).

The offer letter will be accompanied by the Standard Terms & Conditions which represent the contract between school and parents, entered into by accepting the place and paying the deposit.

General Admissions

- Where practical all pupils attend an interview with the Headmaster and undergo a Taverham Hall School Assessment procedure before entry. This is used to ascertain their reasons for choosing the school, their academic abilities and interests. Other information such as their previous schools, siblings, parental occupation(s), health, Special Educational Needs and Disability is requested at this stage which passes into the pupil's file and which is available to all staff.
- After receiving a completed registration form, a reference from the pupil's current school is requested, with SAT scores and N.C. levels where available. This information is used by the School in assessing suitability of the candidate and by Departments for the purpose of setting.
- Upon receiving the report and the Assessment results parents are notified of the school's decision to accept or not. Places offered are always subject to a satisfactory report being received from the child's previous school where this is relevant. Reasons are always given where pupils are not offered a place.

- The main points of entry are Nursery (age 2) Reception (age 4) and Year 3 (age 7).

Admissions Criteria

Admissions are made without reference to gender, race, ethnicity or socio-economic background.

The following criteria are taken into account:

- a balance between boys and girls
- priority is given to children with siblings already at Taverham Hall School
- Scholarship award candidates

Thereafter we take into account the date pupils were originally registered on our admissions list.

General Entry Procedure

Entry to all years is at the discretion of the Headmaster and depending upon availability of places. However, the main entry points are into:-

- Nursery (age 2)
- Reception (age 4)
- Year 3 (age 7)

Nursery and Pre-Prep Department (age 2 - 6: Nursery, Reception, Year 1 and Year 2)

- Entry to Nursery and Reception is non-selective. Parents are advised to register their children well in advance of the required entry year. Parents should note that Taverham Hall School will request reports from previous schools and nurseries where possible.
- Parents who have registered their child for a place in Nursery/Reception will receive a formal offer prior to the required time of entry.
- Children are assessed informally by the Head of Pre-Prep, often in a 'taster day' for entry into Reception, Years 1 and 2. The taster day is offered to all pupils wishing to take up a place at the Taverham Hall Pre-Prep department.
- Places can only be confirmed following receipt of the signed Acceptance Form together with a deposit of £250. (See **Deposit** for details.)

Prep School (age 7 - 13: Years 3 to 8)

- All children registered for entry into Year 3 and above are invited for assessment and places are offered following this.
- Assessments are generally carried out prior to the September entry, but prospective pupils can be assessed at other times, according to need.
- Taster Days are available for all pupils wishing to join the school and no child will be permitted to join without having experienced a period of time within a classroom environment at Taverham Hall School.
- The entrance papers constitute short tests in English, Maths and Reasoning and the standard required is that the pupil must be able to access the Curriculum provided at Taverham Hall School.

- Parents will receive notification of the outcome of the entrance assessment within a week.
- Pupils are prepared for entrance to Senior Independent Schools by Common Entrance, the usual entry examination to Senior Independent Schools. Some pupils in Year 8 are selected to be prepared for Public School Scholarships.
- Places can only be confirmed following receipt of the signed Acceptance Form together with a deposit of £250. (See **Deposit** for details.)

Offer of a place

A letter offering a place will enclose the Acceptance Form (to be signed by both parents, unless some other arrangement has been agreed) and a request for a deposit.

The offer letter will be accompanied by the Standard Terms & Conditions which represent the contract between school and parents, entered into by accepting the place and paying the deposit.

Deposit

Details of the deposit are set out in the Scale of Fees which accompanies the Prospectus. On acceptance of the offer of a place a deposit of £250 per place is payable when entering into the Pre-Prep or Prep School department. The sum is held over until the end of the last term and used to pay any extra charges outstanding once the pupil has left the school. Any remaining will be refunded to parents.

If, for any reason, following acceptance of the offer the place is not taken up at the beginning of the stated term, the deposit will not be returned.

A £250 deposit is required for entry into Reception from the Nursery which will be requested in the Autumn Term prior to the transfer to Reception.

Admission of pupils with disabilities

Applications from pupils who have a physical or mental impairment which constitutes a disability (including cases where such impairment gives rise to a specific learning difficulty or a behavioural difficulty) will be treated on an individual and case by case basis.

In each case pupils will be asked, as part of our School Assessment Procedure, to provide in advance full details of any disability (including, where appropriate, medical reports or any Educational Psychologist's report) in order that the school can consider reasonable adjustments to accommodate the disability and thereby enable the pupil to benefit from the school's all round education and help them become active partners in the school.

The school will discuss what adjustments might reasonably be made with parents and, where appropriate, with the applicant.

The School will act reasonably when considering an application for entry by a parent of a prospective pupil with a disability. In so doing it will wish to have detailed discussions to determine the nature of the child's disability, the level of care required, the need for the School to maintain academic and other standards, the practicalities of making a particular adjustment, the resources available, the health and safety of the prospective pupil and others, and the interest of both the child and other pupils.

The School is generally only able to accept children with mild learning difficulties. (See anti-prejudicial discrimination policy.)

Open Days

Open Days are held at least three times a year, usually in January, May and October, and are advertised in the local Press. Visits at other times can be arranged via the School office.

Siblings

Whenever possible, and where places are available, preference will be given to requests for places for siblings of current pupils. However, admission is not automatic and there may be occasions where we judge that a sibling is likely to thrive better in a different academic environment.

Scholarships

The school offers a number of Scholarship awards which are awarded as a result of examinations which take place in November.

Full details of our Scholarships can be obtained from the School Office or viewed via our website.

Bursaries

Bursaries are available and are means tested. The value of any bursary awarded can be up to the value of 100% off tuition fees.

A Means Tested application form can be requested from the Headmaster's PA. Once completed and returned, a decision will be made upon the evidence provided, taking into consideration the Bursary fund level at the time.

Reviewed March 2011

In March 2011 there are a total of 244 pupils on roll - 135 in the Prep School, 52 in the Pre-Prep Department and 57 in the Nursery Department.