



Teesside High School  
*Education as it should be*

## Admissions Policy

<b>DOCUMENT CONTROL</b>	
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Committee:	F&GP

## TEESSIDE HIGH SCHOOL

<b>Policy Name</b>	Admissions Policy
<b>Purpose</b>	To ensure that the admissions process is transparent, consistent and fair to all applicants.
<b>Applies to</b>	All prospective parents and pupils.
<b>Other associated policies and documents</b>	Scholarships and Bursary Policy; Complaints Policy

### 1. Introduction

Teesside High School is a co-educational independent day school for boys and girls aged 3-18. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Teesside High School. We hold a number of open events throughout the year, which give a general introduction to the school. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact the Admissions Team on 01642 782095 or email [admissions@teessidehigh.co.uk](mailto:admissions@teessidehigh.co.uk) to arrange a visit.

### 2. The Entry Procedure

Teesside High School offers not only an academic but an all round education. It is committed to meeting the academic needs of pupils across a broad ability range.

Selection for admittance centres around two key areas; primarily does the student have the desired standards of behaviour and application to learning, and secondly, is our education provision the correct fit for the student's needs. This judgement is made by the Head following a successful Taster Day, satisfactory performance in literacy and numeracy assessments and references supplied by previous schools on attitude, behaviour and contributions to school life.

Admission is most often at age 3, 7, 11 and 16. However, the school may also have places in other year groups. Please contact the Admissions Team for up-to-date information. Teesside High School also publishes a prospectus providing full details of the opportunities provided by the school. Further details may be found by accessing the school website at [www.teessidehigh.co.uk](http://www.teessidehigh.co.uk). A scale of fees is also available.

All applications for enrolment at the school must be made using the Registration Form. On completion of the registration form, a child's name is placed on the school's waiting list and, subject to the child satisfying the school's criteria for admission, an offer of a place will be made to the pupil. On receipt of the signed Acceptance Form and a fee of £200 (the £200 will be credited against the invoice for the first term's fees) and payment of the £300 Entry Deposit, (refundable at the end of the pupil's school career at Teesside High School) the place will be confirmed.

### 3. Equal Treatment

Teesside High 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.

Teesside High School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, disability, gender, sexual orientation or social background. The school's provision for bursaries is described below. However, this commitment is subject to the school's obligation, set out in the Disability Discrimination Act 2002, as amended by the Equality Act 2010, to make reasonable adjustments so that no potential pupil is put at a substantial

disadvantage compared with any other because of the child's disability. The school reserves the right within these guidelines to refuse admission in a case where it is certain that the school's aims could not be fulfilled for that prospective pupil.

#### **4. Special Needs**

Teesside High School endeavors to accept all pupils, regardless of any disability Special Educational Needs and Disability (SEND) of which it is aware. This is to ensure the school can provide the right environment for the child's academic and pastoral needs. The life of the school is enhanced by inclusive policies but equal importance must be given to ensuring that no pupil's education is impaired. We consider all children for admission to the school who have the ability and aptitude to access our academic curriculum. Pupils whose SEND are suitable for the curriculum are welcome, provided that we have the appropriate resources and facilities to offer them the support they require.

Parents must disclose to the school any known or suspected circumstances relating to their child's health, development, allergies, and disabilities and learning difficulties. The school reserves the right to subsequently withdraw any place offered based on incomplete disclosure of known or suspected SEND circumstances. Based on such disclosure, the school will confirm whether or not it is able to fully meet the needs of the child.

Where a child's SEND is identified, or develops, after the child has started at the school, we will endeavor to continue support the child as long as we have the appropriate resources and facilities to provide them with the support they require

Teesside High School does not discriminate in any way regarding entry. The school welcomes pupils with special educational needs providing that its Learning Support Department can offer them the level of support that they require. We welcome pupils with disabilities provided that our site can accommodate them. However, we strongly advise parents of children with special educational needs or other disabilities to discuss their child's requirements with Teesside High School before he/she visits for a Taster Day and sits the entrance assessment, so that the school can make adequate provision for him/her. Parents must provide copies of all SEND reports and documentation, including IEP, EHCP and educational psychologist's (EP) reports, or medical reports and any other relevant information.

The school will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she becomes a pupil at the school.

#### **5. The Assessment Process**

The aim of the process is to identify potential. Teesside High School is looking for well-rounded pupils with intellectual curiosity, and a genuine interest in education in the broadest sense of the word.

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 extra-curricular skills.

Assessment for pupils aged 3–5 is based on observing children's readiness for more formal schooling. Pupils hoping to join Year 1–6 classes will be informally assessed to see if their performance in literacy and numeracy falls within the expected ability range for that cohort.

All other candidates for entry (above Year 7 and below Year 12) sit online tests in literacy/verbal reasoning, numerical reasoning and non-verbal reasoning, which are designed for their age group. Our offer of places into Year 12 is conditional upon a candidate achieving a minimum of 5 GCSE passes at Grade 5, including Grade 6 in the subjects proposed for study at AS and A2.

## **6. Criteria for Admission**

The offer of a place is made at the sole discretion of the Head Teacher who will have consideration for the following:

- The results of any admissions tests (the results of which will remain confidential and may not be disclosed);
- The attendance in class for an informal assessment (Taster Day) and associated feedback from staff (replaces previously 4th bullet point);
- Confidential references from a previous school or nursery, including reference to conduct and behaviour which may have a detrimental effect on the learning of other pupils;

An identification check will take place prior to the Taster Day.

Where there is a case of oversubscription, places are allocated at the Head Teacher's discretion but always with a view to satisfying the following criteria:

1. Where there is already a sibling within the school (although please refer to the paragraph below on siblings)
2. Where families are moving into the area
3. Pupils whose parents are alumni of the school
4. Pupils for whom there are exceptional personal / domestic circumstances presented by parents (which may be subject to review by the school's Special Educational Needs Co-Ordinator).

## **7. Sibling Policy**

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

## **8. Scholarships**

Teesside High School offers annual scholarships for excellence in:

- Academic subjects
- Music
- Sport

The monetary value of only one scholarship may be held by each child.

(Please refer to our separate Scholarships Policy for specific criteria and auditions / tests.)

## **9. Bursaries**

Teesside High School's bursary programme is generous and is designed to make it possible for as many as possible of those who meet Teesside High School's entry criteria to take up a place here. The school offers means-tested awards annually to entrants at the usual points of entry, where the parents have indicated that they require financial support.

Bursaries are means-tested in accordance with the criteria published on the school's website. Each parent or guardian/adult with a legal responsibility for the child is required to provide proof of their income and assets. The level of support varies according to parental need.

Bursaries are usually offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the school. Levels of support may vary with fluctuations in circumstances and income.

Bursaries are only offered to families who are resident in the UK.

Further information can be found in our Scholarship and Bursary Policy. This can be viewed on our website or can be obtained from the Finance Manager.

#### **10. Overseas Applicants**

We welcome overseas pupils who can study at Teesside High School provided that he/she has a relative or legal guardian living in the UK with whom he/she can stay.

#### **11. Fluency in English**

In order to cope with the academic and social demands of Teesside High School pupils must be competent English speakers. Normally pupils should have been educated in the English medium for at least 2 years before coming to the school. Tuition in English as an Additional Language (EAL) can be arranged at the parent's expense should the need arise. This will be discussed fully before a place is offered.

#### **12. Religious Beliefs**

Although Teesside High School has a Christian ethos, the school does not select for entry on the basis of religious belief, and it offers the opportunity for pupils to practice their own faiths or no faith. All the major faiths are acknowledged and explained in our assemblies as part of our collective worship arrangements.

#### **13. The School's Contractual Terms & Conditions**

Copies are on the school's website and will be made available to parents as part of the admissions process.

#### **14. Complaints / Appeals**

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 Policy can be downloaded on the school's website or sent to parents on request. If parents wish to appeal against a decision to refuse entry, they can do so by applying to the Governors of the school who will convene an Independent Appeals Panel to consider the appeal. The Appeal Panel's decision is binding for all parties concerned.