

# THORPE HALL

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## SCHOOL

### Admissions Policy

#### 1. GENERAL

Deciding on the right school for your child is very important. We believe that a personal visit is invaluable and we very much hope that you and your child will visit Thorpe Hall School to help you make that decision. We hold a number of open events during the school year, which give a general introduction to the School. Details are published on our website. We also welcome prospective parents and their children at other times to visit the school. Please contact the School's Admissions Secretary, on 01702 582340 or email [sec@thorpehall.southend.sch.uk](mailto:sec@thorpehall.southend.sch.uk) to arrange a visit.

#### 2. THE ENTRY PROCEDURE

Thorpe Hall School is non-selective on the basis of academic ability but pupil applicants must show suitability to become a member of the School community. Admission to the School is at the Headteacher's discretion.

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.

The usual points of entry are at Nursery, Reception or Year 7. We also admit pupils to other Year groups and throughout the school year subject to places being available. Please contact the Admissions Secretary for details.

The School's Registration Form is available on the School's website and from the Admissions Secretary.

#### 3. APPLICATION PROCESS

Applications for admission must be made on the school's Registration Form together with a registration fee of £50 which is non-refundable regardless of whether or not a place is offered. Following application, the admission process is as follows:

- Precedence is usually given to those children who have siblings in the School, who have family members who have attended the School and to the children of staff.
- Waiting lists are held in chronological order from the date a completed application is received and acknowledged by the school.
- Admission to the Nursery requires a meeting with the Head of Nursery or Head of Lower School. Nursery Staff members may not send their children to the Nursery.
- Admission to the Lower School (Reception to Year-6) entails an interview with one of the Co-Heads of Lower School or Headteacher. From Year 1 upwards trial days of up to 3 days may be required.
- Admission to the Upper School (Years 7-11) requires an interview with the Headteacher and a copy of the child's latest school report. Entry into Years 8-10 will require a 3 day trial and a suitability test appropriate to the year group taken during the visit. The length of the visit may be extended at the school's discretion to ascertain fully the suitability of a pupil applicant. Those wishing to enter Year 7 in September will not be asked to visit but must provide a recent school report to ascertain suitability. For those wishing to be admitted to Year 10 or 11, consideration will be given to the correlation of GCSE subjects.

#### **4. EQUAL TREATMENT**

Thorpe Hall School's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible and seeks to apply its admissions policy fairly in accordance with the Equalities Act 2010. This enriches our community and is vital in preparing our pupils for today's world.

Thorpe Hall School is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background. The School's provision for bursaries is described below.

#### **5. SPECIAL EDUCATIONAL NEEDS**

Thorpe Hall School does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with special educational needs and/or disabilities (SEND), provided we have the capacity to offer them the support that they require and that our site can, with reasonable adjustment accommodate them.

Applicants must inform the School of any SEND when submitting a Registration Form. Further information may be requested such as a medical certificate and/or the most recent Educational Psychologists report.

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 prior to he/she becoming a pupil at the School.

If the School is unable to adequately meet the needs of applicants with SEND, after considering reasonable adjustments, applicants will be informed why an offer will not be made.

#### **6. OFFERS**

Offers of a place in Reception upwards at Thorpe Hall School must be formally accepted by completing a Parent Contract and paying a deposit of £1,000. If the place is not taken up the deposit is forfeited. Parents automatically become members of the Parent Teacher Association.

In the event that the child shall not take up the place agreed with the school then (and without prejudice to any other remedies which the school may have for breach of contract) the parent/guardian (or the person who signed the Parent Contract) shall be responsible for the payment of a full term's fees.

In the case of a pupil leaving school the parent or guardian must give written notice of the pupil's removal to the Headteacher at least a full term in advance (the dates are outlined in the School's [Terms and Conditions](#). (insert link to T&C here)

Parents need only pay one deposit of £1,000 per family.

#### **7. BURSARIES**

From time to time, the School offers a number of means-tested bursary awards in accordance with the criteria published on the School's [website](#). Both parents are required to provide proof of their income and assets. The level of support varies according to parental need, but can extend to 100 per cent remission in cases of proven need.

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

Our bursary policy can be viewed on our [website](#) or can be obtained from the Admissions Secretary.

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.

## **8. OVERSEAS APPLICANTS**

Where a student can provide verified documentary evidence that his/her parents have the right to reside and work in the UK admission can be considered. The school will make further checks to verify identity and suitability of the applicant before admission is confirmed.

Where the parents of a student seeking admission do not have the right to reside or work in the UK, admission will not be considered.

## **9. SCHOOL'S TERMS & CONDITIONS**

The School's Terms and Conditions are on the School's website and will be made available to parents as part of the admissions process.

## **10. COMPLAINTS**

The School's Complaints Procedure is on the School's [website](#) and can be sent to prospective parents on request. The Complaints Procedure is not available for use by prospective parents and does not cover decisions not to admit pupils.

## **11. RECORDS AND REVIEW**

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice and Retention of Records Policy.

The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose. This will generally be no more than 6 months following an unsuccessful application, but reasons to retain for longer might include: if the parents express an interest in the candidate re-applying for any reason at a later date, or in the potential candidacy of another sibling; or to deal with any ongoing matters or queries arising from the application.

This policy will be reviewed annually by the Board of Governors

Latest revision date:	Feb 20
Policy Approved:	Feb 20
Next review date:	Feb 21