



## **HTIS ADMISSIONS POLICY**

Holy Trinity International School is an academically non-selective, independent, co-educational school. It welcomes applications from boys and girls from all social or cultural backgrounds who will benefit from an academic education and who will contribute fully and enthusiastically to the ethos and wider life of the school.

Applications for places at the school will be treated fairly. We do not discriminate against any prospective pupil, but where there is competition for places; priority will be given to siblings of current pupils and those that are committed to remaining at HTIS throughout their years of school education.

### **1 Aims of this Policy**

- To ensure compliance with the School's charitable purpose as a school providing independent education for boys and girls between the ages of 3 months and 18 years.
- To set selection criteria and procedures that are consistent with this charitable purpose and fair to applicants.
- To identify applicants whose academic and other abilities appear to match the ethos and standards of the School and whose personal qualities suggest they have the potential to contribute sufficiently to the school community and benefit from the many opportunities that are offered here.

### **2 Entry Points**

- Our main intake is at 3 months, 2+ (from the term in which the child turns three years old), 5+, 11+, and 16+.
- Places may occasionally be available at non-standard entry points.
- Admissions during the course of an academic year are by special arrangement with the Assistant Head (Director of Admissions) and the Headteacher.
- The School takes the applicant's age on 1st September to determine the entry year group. In the Senior School exceptions may well be made where an applicant whose birthday falls after 1st September is considered to be sufficiently mature to cope with the academic and social demands of the School, or where students cross hemispheres from our international partner schools.
- It is expected that most children will transfer from the Nursery into Reception.

- This transfer is subject to the recommendation of the Nursery Manager to the EYC. The transfer decision will be made after consideration of each child's development across the six areas of the Early Years Foundation Stage Profile. Particular emphasis will be given to the children's communication skills and their social development. Transfer from the Pre-Prep to the Prep is on the recommendation of the EYC to the Headteacher; transfer from the Prep to the Senior School is by assessment at 11+; transfer into the sixth form is dependent on GCSE results.

### **3 Admissions Timetable for the Prep and Senior School**

- Each year in November the School writes to parents of children registered for entry the following academic year. The letter gives details of the entrance examinations, the timetable for scholarship interviews and the publication of results. Parents are required to reply in writing to confirm their wish to seek entry for their child to HTIS.
- Parents who have not heard from the School by the end of November are requested to write to the Assistant Head (Director of Admissions) and, in case of doubt, also to telephone.

The School does not accept responsibility for letters going astray.

- In November and December, prior to the entrance examinations, HTIS will ask the schools of those registered for the entrance examinations for a confidential school reference/report. This is designed to give us a fuller picture of the candidates.
- Entrance examinations and scholarship interviews are held in January and February.
- Results are sent by post. Letters offering places and any scholarships or other awards are normally sent out within two weeks of the entrance examinations.
- Parents are asked to accept the offer and pay the acceptance deposit, or decline the offer, within a month so that the place or award can be offered to another family if necessary.

### **4 Admissions for the Pre-Preparatory and Nursery School**

- The School does not assess children academically for entry to the Early Years Foundation Stage (Nursery and Reception). The School will contact the child's previous setting for a written report about their behaviour and social skills.
- Prior to entry all children are invited to spend the morning in School with their prospective year group, during which time informal assessments will take place.
- Children seeking admission in to Year 1 and 2 will also be assessed more formally in Mathematics and English. If a child is moving from another school they will be asked to bring examples of their current work in Mathematics, English and Reading.
- The School receives the Nursery Grant (currently available for up to 6 terms for all children aged 3 and 4 years old).

### **5 Scholarships at the Prep and Senior School**

- At HTIS, scholarships are given to recognise talent. They are awarded by the Headteacher and the HTIS Foundation. The Director of

Admissions coordinates all scholarship interviews and examinations (if applicable) together with The Head of Prep. Academic awards of up to 25% of fees are made and the percentage of an award is related to the degree of talent. Any scholarship may be supplemented by a further bursary award, subject to means testing.

- Scholarships are offered to both internal and external candidates. Scholarship interviews and/or examinations are competitive.

## **6 Bursaries in the Prep and Senior School**

The aim of the bursary programme at HTIS is to attract a strong body of scholars to provide intellectual, sporting and cultural leadership within the school. It is increasingly difficult to feel comfortable with a system that awards large scholarships purely on merit and without due regard to financial circumstances.

We want any pupil who could benefit from a HTIS education to come here and means-tested bursaries help to achieve this.

## **7 Responsibilities for Admissions**

- The Assistant Head (Director of Admissions) is responsible for admissions and the operation of this policy.
- The selection criteria and interview procedures are regularly reviewed from time to time.
- Documents supporting each application for admission, together with selection and interview notes are retained by the School for at least one year after the interview, whether or not the applicant is offered a place.

## **8 Selection**

The preconditions for admission are that:

- The applicant is of the appropriate age and sufficient maturity.
- The applicant's learning difficulties and other special needs (if any) can, in the opinion of the Assistant Head or Headteacher, be managed within the School's normal provision after consideration has been given to the adjustments necessary to enable access to the curriculum and whether any such adjustments are reasonable.
- The present school reports satisfactory attitudes and conduct on the part of parents and applicant.
- Fees (if applicable) at the present school have been paid.

The academic criteria for selection are:

- For the Early Years Foundation stage an informal assessment takes place
- At Pre-Prep, from reception year, we look for a minimum of the national average performance in literacy and numeracy.
- Average or above average results in standardised tests
- High marks in the competitive entrance examination at 11+.
- A minimum 8 b grades at GCSE with a minimum of a Grade B and preferably A or A\* in the subjects a pupil wishes to study at A level (Sixth Form entry).
- A conscientious, positive attitude towards learning.
- A positive recommendation from the Head of the applicant's present school.

- A satisfactory interview (if applicable).
- The offer of a place will be conditional upon:
- There being a place available.
  - Parents/Guardians disclosing in full at the time of application the nature and scope of any difficulties relating to the child.
  - Parents/Guardians agreeing at the time of admission, to their child undergoing the school's educational assessments and to other external assessments, at their expense, if requested to do so by the Headteacher.
  - Parents/Guardians' recognition and acceptance that in cases where a special learning, welfare or physical need is identified, there may be an extra cost incurred in respect of specialist help or learning aids.
  - The above conditions will also apply if a disability develops or is identified during the time the child is a pupil at the school.

Factors which are not taken into account in the assessment of a pupil for admission include:

- The applicant's skin colour, race, nationality or ethnic or national origin, religious faith, area of residence or socio-economic group.

### **9 Interview (at 11+, and 16+)**

- The aim of the interview is to explore some of the criteria set out at section 7 above. The style of the interview is intended to be informal and natural.
- In the interview, we aim to explore the candidate's intellectual curiosity, level of knowledge in particular subjects, to discover his/her extra-curricular interests and talents and to evaluate his/her interpersonal skills in order to choose those who will be most suited to life at HTIS, both in and out of the classroom.
- The interview is carried out either by the Headteacher or by an experienced and senior member of the academic staff. It does not include questions that imply racial or religious bias and is conducted in an objective manner.

### **10 The Offer of a Place**

The parents of each applicant are informed in writing normally within two weeks of the entrance examinations and/or interview whether a place is being offered or not. The School is not obliged to state its reasons for rejection of an applicant; however, feedback is usually given if requested by the parents.

### **11 Waiting Lists**

In year groups where waiting lists are in operation, criteria for selection are, in order:

- Siblings of HTIS past and present
- Entrance examination results or assessment results
- Date of registration

### **12 Siblings Policy**

In keeping with the School's family ethos, in cases of candidates with relatively similar academic merit and interview performance, priority will, where possible, be given to siblings of current HTIS pupils and to those with a recent family connection with the school.

Such priority assumes that the sibling candidate has done sufficiently well in the written examination papers and, in our view, shows the potential to take advantage of all that the school offers.

### **13 Staff Children Policy**

Sons and daughters of established members of staff at HTIS will be subjected to the same selection process as siblings of current senior school pupils.

### **14 Appeals Process**

Parents wishing to appeal a decision should write to the Headteacher and copy to the Assistant Head (Director of Admissions), stating their reasons for the appeal. The School will respond to any appeal within two weeks of receipt. As stated on our webpage and policies, a further and final appeal may be made to Mr. Andrew McEwan (Trustee) or to IES by means of [info@iesedu.com](mailto:info@iesedu.com) . Messages to IES will be read by Board Directors and an answer generated.

M. Dunnington, Director of Admissions  
August 2010  
Next Review due August 2011