

TASIS



THE AMERICAN SCHOOL IN ENGLAND

Admissions Policy

Document

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TASIS is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.

1. Introduction

- 1.1. For purposes of this document, the term “Board of Directors” is deemed to have the same meaning as “Proprietor” in accordance with the ISSR, and is used interchangeably.
- 1.2. Legal Status:
 - a. Complies with Part 6, paragraph 32 (3)(a) of the Education (Independent School Standards) Regulations 2014;
 - b. Part 3 of the Students and Families Act 2014
 - c. The SEN Disability Code of Practice, 0-25 years 2014 (SEND Code 2015)
- 1.3. Other relevant documents:
 - a. Single Equalities Policy
 - b. Special Educational Needs and Disability Act (SENDA)
 - c. Attendance Policy
 - d. School Prospectus
 - e. English as an Additional Language (EAL)
 - f. Accessibility Plan
- 1.4. TASIS is an international school offering an American curriculum, including a wide range of Advanced Placement (AP) courses, and both the American High School and International Baccalaureate (IB) Program diplomas.
- 1.5. Our students represent more than 50 nationalities and are enrolled in classes from Early Years through Grade 13. The School has a flexible, rolling admissions policy and welcome applications for students aged 3 to 18 all year round.
- 1.6. The School understand that families with more than one child will want their students at the same school and we do our very best to accommodate this.
- 1.7. The Admissions Office welcomes visitors throughout the year. Please call the School to arrange for a personal “open day” and to learn more about TASIS England and our confident, well-rounded and high-achieving students.

2. Aims and Objectives

- 2.1. We seek to be an inclusive school that embraces diversity, welcoming students from all backgrounds. TASIS England do not discriminate in any way regarding entry.
- 2.2. All applications will be treated individually on merit, and in a sensitive manner to ensure the School can adequately meet the educational needs of prospective

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students and that the applying family are satisfied that it is the correct school for their child.

- 2.3. For more details, please see the School Prospectus, Term Dates, Fees, Website, Terms & Conditions and Parent Contract.
- 2.4. The School have an Assessment Procedure applicable for older students seeking to join the School. This takes the form of an informal assessment morning with written assessments in Reading, English and Mathematics. This is to assess a child's current level of learning.

3. Registering Your Child

- 3.1. TASIS England are registered to provide education and care for students aged 3 to eighteen years.
- 3.2. To register, a parent completes the Application for Admission Form (which requests details of the child's full name, date of birth, the name and address of every parent). Link: [Download the Application Form in PDF Format](#).
- 3.3. A non-refundable application registration fee of £125.00 applies.
- 3.4. Forms are available on request or via the School website and should be returned to the Admissions Office. The child will then be either offered a place, declined a place, or placed on the waiting list for the desired entry date, and a letter to this effect is sent to the parents.
- 3.5. The School has an open Admissions Policy. Priority is given to students entering the School who have previously attended TASIS England Early Years Department.
- 3.6. The School offers full time places for students joining on the term of their third birthday. The only criteria for entry to the Early Years Department is that the child is toilet trained.
- 3.7. It is also important, as a co-educational school, that there is a similar ratio of boys and girls.
- 3.8. The School operates a sibling, past-pupil and staff priority system, with all places from Early Years upwards offered on a 'first come, first served' basis using the School's Registration Form, until the Year Group is full.

4. Steps to Register

- 4.1. **Step 1: Please complete and sign the application form**

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- a. Parents or guardians will also be asked to provide the School with any further information which they feel will enable us to take that best possible care of their students.

4.2. Step 2: Please attach a photograph of the child to their application form

4.3. Step 3: If your child has any of the following please attach them to the application

- a. A complete official transcript of the applicant's school records for the last 3 years. These should be sent by airmail directly from the School to TASIS England and marked for the attention of the Director of Admissions, they can also be emailed.
- b. Current standardized testing results (ERB, IOWA, TAKS, SSAT, PSAT, etc.).
- c. If your child is a non-native English speaker (EFL/ESL) a TOEFL or IELTS score needs to be provided.
- d. A copy of the details page in your child's passport (Upper School students).
- e. Any copies of psycho-educational evaluations and Independent Educational Plans.

4.4. Step 4: Complete and attach the relevant questionnaire form

- a. Complete and attach the parent questionnaire (Early Years).
- b. Ask your child to complete the Lower School student questionnaire (Grades 1-5).
- c. Ask your child to complete the Middle/Upper student questionnaire (Grades 6-12).

4.5. Step 5: Ask your child's main class teacher/s to complete the teacher recommendation form/s

- a. Early Years: Ask your child's main class teacher to complete the Early Childhood Teacher Recommendation Form.
- b. Grades 1-5: Ask your child's main class teacher to complete the teacher recommendation form (Grades 1-5).
- c. Grades 6-12: Ask three separate teachers to complete recommendation forms.
- d. One teacher recommendation form should be completed by the English teacher, one by the mathematics teacher, and another by the counsellor, principal, or teacher of choice.
- e. If your child is non-native English Speaking their English/EAL teacher should complete the English/EAL teacher recommendation form.
- f. If your child has attended a boarding program and is looking to board at TASIS England, the dorm resident or house parent should be one of the three teachers whom you ask to complete a recommendation form.

4.6. Step 6: Please send your application

- a. By email to our Director of Admissions and Enrolment Management, or post to the School for the attention of the Director of Admissions and Enrolment Management.

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- b. We look forward to receiving the full application. A place will be offered based on availability and in accordance with the *Code of Practice for Schools, Disability Discrimination Act 1995 Part 4* and Schedule 10 of the Equality Act 2010

5. American to English ‘Years of Schooling’ Equivalences

- 5.1. Students aged 3 to 5 going into Early Years through Kindergarten, this is equivalent to Nursery to Year 1 in the British system
- 5.2. Students aged 6 to 11 going into Grades 1 to 5, this is equivalent to Years 2 to 6 in the British system.
- 5.3. Students aged 11 to 14 going into Grades 5 to 8, this is equivalent to Years 6 to 9 in the British system.
- 5.4. For boarding or day students aged 14 to 18 going into Grades 9 to 12 this is equivalent to Years 10 to 13 in the British system.

6. Special or Additional Needs

- 6.1. Special Needs are known as ‘Additional Needs’ at TASIS.
- 6.2. TASIS England do not discriminate in any way regarding entry. We welcome pupils with Additional Needs, providing that our Learning Resource Department can offer them the support that they require.
- 6.3. Where a student who is deemed to have Additional Needs joins TASIS, the School will always consult with parents to ensure, as far as is practicable, that the required curriculum is provided.
- 6.4. We advise parents of children with any diagnosed or non-diagnosed Additional Needs including physical disabilities to discuss their child’s requirements with the School before he or she visits the School so that we can determine if adequate provision is available.
- 6.5. The School can make reasonable adjustments in accordance with the Accessibility Plan to meet ‘Additional Needs’ of student where possible.
- 6.6. Any additional services which may be required to meet the Additional Needs of a child such as dyslexic tuition will be subject to charge.
- 6.7. The School has limited facilities for students with Additional Needs but will do all that is reasonable to comply with its legal and moral responsibilities in order to accommodate the needs of applicants who have Additional Needs for which, with reasonable adjustments, the School can cater.

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- 6.8. TASIS has a Learning Resource Centre to provide academic, behavioural and emotional support to students identified as having Additional Needs.
- 6.9. TASIS recognises the importance of including students, parents and guardians, classroom teachers, special services staff, and administrators in a collaborative process for the delivery of services to students with Additional Needs.
- 6.10. TASIS provides a range of support services from Lower School through Upper School, which include:
- a. initial assessment;
 - b. speech and language services;
 - c. academic support and accommodations;
 - d. classroom guidance;
 - e. individual counselling.
- 6.9 TASIS does not offer a full continuum of special education programs.
- 6.10 Admission is contingent upon a match between the student's and the family's needs and the level of services available. For that reason, the admission of any student is determined on a case-by-case basis using multiple sources of information such as school records, evaluations and interviews with students, parents and teachers.
- 6.11 It is very important that parents of students who have received additional services previously or who believe they may need additional support contact the admissions office as soon as possible.
- 6.12 Parents should provide a copy of any Educational Psychologist's report or a medical report to support request for additional support, for example extra time during tests or other special arrangements.
- 6.13 Specific information relating to a child in need of additional services will be considered by the administrators and Learning Resource personnel who make determinations about admissions.

7. English as an Additional Language

- 7.1. The School will make provision for students who have English as an Additional Language, (EAL) in the assessment procedure.
- 7.2. The School do not regard students as having a 'learning difficulty' solely because the 'language or medium of communication of the home is different from the language in which he or she is or will be taught' (Education Act 1996, Section 312(1), (2) and (3)).

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- 7.3. Students who have EAL will be provided with appropriate support for their language needs. Students will be assessed in order to gauge the level of support required to ensure equal access to the curriculum along with other aspects of life at the School.
- 7.4. Our school has a specific policy and procedures for students requiring *English as an Additional Language* (EAL).

8. Settling In

- 8.1. We understand that changing school, home, relocating to the UK or all three, can be both exciting and challenging for students and parents alike.
- 8.2. We work with each TASIS England family to provide a warm welcome, with plenty of support to help you and your child to find your feet. This includes help and advice with the practicalities of transition, including moving to England, as well as supporting you with the social side of settling in.
- 8.3. Our active TASIS England parents' groups are invaluable school assets and work hard throughout the year organising events and providing advice and information to ensure your whole family feels like they belong at TASIS England.

9. One-to-one university counselling

- 9.1. We assist Upper School students as they research and apply to the institutions that best fit their educational and career aspirations. TASIS graduates gain acceptance to prestigious universities in the UK, the US and worldwide.