

## TASIS THE AMERICAN SCHOOL IN ENGLAND

### ADMISSIONS POLICY

**This policy applies to the whole school, including boarding and the Early Years Foundation Stage (EYFS)**

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. This policy, is publicly available on the TASIS website and on request; a copy may be obtained from the business office.

#### **Legal Status:**

- Complies with Part 6, paragraph 32 (3)(a) of the Education (Independent School Standards) (England) (Regulations 2014 in force 5<sup>th</sup> January 2015).
- Part 3 of the Students and Families Act 2014 and the *SEN Disability Code of Practice, 0-25 years 2014 (SEND Code 2015)*

#### **Applies to:**

- the whole school including the Early Years Foundation Stage (EYFS) and all other activities provided by the school, inclusive of those outside of the normal school hours;
- all staff (teaching and support staff), the Board of Directors and volunteers working in the school.

#### **Other relevant documents:**

- Equality and Diversity Policy
- Special Educational Needs and Disability Act (SENDA)
- Attendance Policy
- School Prospectus

#### **Availability**

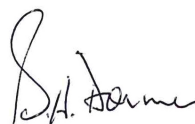
This policy is made available to parents and staff in the following ways: via the School website, and on request, a copy may be obtained from the School Office.

**Monitoring and Review:** This policy is subject to continuous monitoring, refinement and audit by the Board of Directors, which will also undertake a full annual review of this policy and procedures, inclusive of its implementation and the efficiency with which the related duties have been discharged. This review will be formally documented in writing. Any deficiencies or weaknesses recognized in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the updated/reviewed policy and it will be made available to them in either hard copy or electronic format.

Signed:



Dr Mindy Hong  
Head Teacher



M Ben Dorman  
Chairman of the Board of Directors

Date: October 2016

This policy was last reviewed agreed by the Board of Directors of the school in October 2016 and will next be reviewed no later than October 2017 or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

## **Admission Policy**

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. Our students represent more than 50 nationalities and are enrolled in classes from Early Years through Grade 13. We have a flexible, rolling admissions policy and welcome applications for students aged 3 to 18 (Early Years through to Grade 12/Year 13) all year round. We 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.

## **Aims and objectives**

- We seek to be an inclusive school, welcoming students from all backgrounds and abilities. No child is refused entry on the grounds of race, ethnicity, gender, religion or sexual orientation.
- All applications will be treated on merit, and in a sensitive manner.
- The only restriction we place on entry is that of number. It is our wish for parents and carers to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available.
- For more details, please see our school Prospectus, Term Dates, Fees, Website, Standard Terms & Conditions, Parent Contract. We also have an Assessment Procedure applicable for older pupils seeking to join the School, which takes the form of an informal assessment morning with written assessment in Reading, English and Mathematics. This is to assess a child's current level of learning in order that we can provide an appropriate educational program.

## **TASIS England**

At TASIS England we are registered to care for and educate students from the age of 4 years to eighteen years. To register, a parent completes the Registration Form (which requests details of the child's full name, date of birth, the name and address of every parent); there is an application registration fee of £125.00 (which is non-refundable). The forms are available on request or via the school website and should be returned to the School 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. No child is refused entry on the grounds of race, ethnicity, gender, religion or sexual orientation. We require confirmation of the date of birth of a child.

The School has an open Admissions Policy. Priority is given to students entering the School who have previously attended our Early Years Department. The School offers part time and full time care for students joining on the term of their third birthday. The only criteria for entry is that the child is toilet trained. It is also important, as a co-educational school, that there is a roughly similar one-to-one ratio of boys and girls. 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. No child is refused entry on the grounds of race, ethnicity, gender, religion or sexual orientation.

## **American to English years of schooling equivalences**

- Students aged 3 to 5 going into Early Years through Kindergarten, this is equivalent to Nursery to Year 1 in the British system
- Students aged 6 to 11 going into Grades 1 to 5, this is equivalent to Years 2 to 6 in the British system.
- Students aged 11 to 14 going into Grades 5 to 8, this is equivalent to Years 6 to 9 in the British system.

- 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.

### **Admissions Procedure**

Outlined below are the admission procedures for students at various stages of their education. Please note the specific forms which will apply to you and your child:

**Step 1: Please complete and sign the application form** - please note that a non-refundable application fee of £125 applies for each child that you are applying for. Payment can be made by cheque (made payable to TASIS England) by bank transfer or over the phone using a credit or debit card. [Download the Application Form in PDF Format](#)

This provides TASIS with the following vital information, and informs the parents of the basic standards of behaviour and the attitude towards teaching and learning that the school expects and requires alongside these key details:

- Name, home address and date of birth of each child
- Starting date
- Name, address, telephone numbers and emails of parents or guardians
- Emergency telephone numbers of parents or guardians
- Special Diets
- Arrangements for collection for younger students or those with special needs that makes collection by an adult essential
- Name, address and telephone number of the child's doctor
- Illness and inoculation details
- Details of any allergies
- Parental consent on emergency procedures

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.

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

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

- 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
- Current standardized testing results (ERB, IOWA, TAKS, SSAT, PSAT, etc.)
- If your child is a non-native English speaker (EFL/ESL) a TOEFL or IELTS score needs to be provided
- A copy of the details page in your child's passport (upper school students)
- Copies of psycho-educational evaluations and Independent Educational Plans

**Step 4: Complete and attach the relevant questionnaire form:**

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

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

- Early Years: Ask your child's main class teacher to complete the Early Childhood Teacher Recommendation Form
- Grades 1-5: Ask your child's main class teacher to complete the teacher recommendation form (Grades 1-5)
- Grades 6-12: Ask three separate teachers to complete recommendation forms.

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. If your child is non-native English Speaking their English/EAL teacher should complete the English/EAL teacher recommendation form. 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 who you ask to complete a recommendation form.

**Step 6:** Please email your application to our Director of Admissions, Karen House, or post it to us for Karen's attention. We look forward to receiving it. 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

### **'Additional Needs'**

Special Educational Needs are known as 'Additional Needs' at TASIS. Where a student who has additional needs joins TASIS, we will always consult with parents to ensure that the required curriculum is provided. The school will make reasonable adjustments to meet the additional needs of student. Any additional services that are needed to meet the requirements of the Statement or additional services such as dyslexic tuition will be subject to charge. 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 under in order to accommodate the needs of applicants who have additional needs for which, with reasonable adjustments, the School can cater adequately.

The goal of the TASIS Learning Resource Centre is to provide the academic, behavioural, and emotional support students require to reach their potential. TASIS recognizes the importance of including students, parents and guardians, classroom teachers, special services staff, and administrators in a collaborative process for the delivery of special services to students with learning differences. TASIS provides a range of support services from Lower School through Upper School, which include initial assessment, speech and language services, academic support, classroom guidance, and individual counselling. TASIS does not offer a full continuum of special education programs. 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 special needs 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. It is very important that parents of students who have received special services or who believe they may need support contact the admissions office as soon as possible. Specific information relating to a child in need of special services will be considered by the administrators and special services personnel who make determinations about admissions.

### **English as an Additional Language**

Our school will make provision for students who have English as an additional language, (EAL) in the assessment procedure. We 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)). However, pupils for whom English is an additional language (EAL) will be provided with appropriate support. They will be assessed to gauge the support that may be needed in order to ensure equal access to the curriculum along with all other aspects of life at our School. Our school has a policy and procedures for students requiring *English as an Additional Language* (EAL).

### Families: Settling In

We understand that changing school, home, relocating to the UK or all three, can be both exciting and challenging for students and parents alike. We work with each TESIS 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. Our active TESIS 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 TESIS England.

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

**Contact address for the Chairman of the Board of Directors** The Chairman of the Board of Directors is Mr Ben Dorman who can be contacted at the school. The telephone number on which the **Chairman of the Board of Directors** proprietor may be contacted at all times is [01932 565252](tel:01932565252) and the email address is: [bdorman@tasisengland.org](mailto:bdorman@tasisengland.org)

The Admissions Office welcomes visitors throughout the year. Please call to arrange for your personal "open day" and to learn more about TESIS England and our confident, well-rounded and high-achieving students.