

# TASIS



THE AMERICAN SCHOOL IN ENGLAND

## Admissions Policy

The current version of any policy, procedure, protocol or guideline is the version held on the TASIS website. It is the responsibility of all staff to ensure that they are following the current version.

### Document

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**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) Programme 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 “Visit” 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 does 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 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, and Enrollment Contract.
- 2.4. The School has Assessment Procedures applicable for older students seeking to join the School to assess a child’s current level of learning.

**3. Registering Your Child**

- 3.1. TASIS England is 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).
- 3.3. A non-refundable application registration fee applies.

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- 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.
- 3.6. The School offers full time places for students who reach their third birthday on or prior to the published first day of Semester 1 in the academic year of entry. The only further criteria for entry to the Early Years Department is that the child is toilet trained.
- 3.7. 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 Application Form, until the grade level is full.

#### **4. Steps to Register**

- 4.1. Step 1: Please complete and sign the application form
  - 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 Admissions Office or submitted electronically.
  - b. Current standardized testing results (ERB, IOWA, TAKS, SSAT, PSAT, etc.).
  - c. If your child is a non-native English speaker (EAL/ESL) a TOEFL or IELTS score needs to be provided 'or an alternative English test such as the Oxford Online Test, as arranged'.
  - d. A copy of the details page in your child's passport.
  - 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. The Head of School or Counsellor must also submit a recommendation form.
  - b. Grades 1-5: Ask your child's main class teacher to complete the teacher recommendation form (Grades 1-5). The Head of School or Counsellor must also submit a recommendation form.
  - 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 or Head of School.
  - 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 who completes the general recommendation form.

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- 4.6. Step 6: Please send your application electronically or send to our admissions department.
- a. We look forward to receiving the full application, which will be reviewed by our Admissions Committee. A place will be offered based on the Admissions Committee's assessment of ability to successfully achieve our academic requirements on a continued basis, 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.
  - b. Specific programs of study at TASIS England may require particular prerequisites for admissions. For the International Baccalaureate, whilst every application is considered individually, prerequisites for entry to the program normally include a "B" average in previous and current courses of study, as well as specific requirements for particular IB courses. For non-native English speakers, the following English language levels are possible prerequisites: Oxford online English test score at C1 or above; TOEFL score of 550 (computer-based TOEFL score of 213); or a score of 79-80 on the Internet-based TOEFL. In some cases, where a student's math, language, or science background prevents participation in the program, TASIS may recommend that the student enroll in a post graduate year in order to complete the IB Diploma in grades 12 and 13. Given the differences between IB courses of study it is not always possible for a student to transfer into the IB program after completing the first year elsewhere. Any students who are allowed to transfer must arrange for all internal assessment work to arrive at TASIS England by September 1st.

## 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. Learning Differences

- 6.1. TASIS England does not discriminate in any way regarding entry. We welcome pupils with Learning Differences, providing that, with our Learning Resource Department, we can offer them the support that they require. TASIS does not offer a full continuum of special education programs.
- 6.2. Where a student who is deemed to have Learning Differences joins TASIS, the School will always consult with parents to ensure, as far as is practicable, that the required curriculum is provided.
- 6.3. We advise parents of children with any diagnosed or non-diagnosed Learning Differences, 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.
- 6.4. The School can make reasonable adjustments in accordance with the Accessibility Plan to meet additional requirements of students where possible.
- 6.5. The School has limited facilities for students with Learning Differences 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 Learning Differences for which, with reasonable adjustments, the School can cater.
- 6.6. TASIS has a Learning Resource Centre to provide additional academic, behavioral and emotional support to students identified as having Learning Differences, in addition to that available in the classroom and elsewhere.

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- 6.7. 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 services to students with Learning Differences.
- 6.8. TASIS provides a range of support services from Lower School through Upper School, which include:
- initial assessment;
  - academic support and accommodations;
  - classroom guidance;
  - individual counselling.
- 6.9. 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.
- 6.10. 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. Failure to fully disclose information regarding a student's learning differences may jeopardize his or her current and future placement at TASIS.
- 6.11. 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.
- 6.12. Specific information relating to a child with Learning Differences 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)).
- 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 organizing events and providing advice and information to ensure your whole family feels like they belong at TASIS England.

## **9. Re-Enrollment Policy and Withdrawal Procedure**

- 9.1. Re-enrollment for the following year is not automatic. In February, families will receive a re-invitation letter indicating the likely status of their child's enrollment for the following year. Subject to enrollment status, all returning students

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are required to complete online re-enrollment and submit the deposit by April 1 to re-enroll at TASIS England for the following academic year.

- 9.2. TASIS England reserves the right to rescind an offer of re-enrollment for academic and/or disciplinary reasons. If TASIS feels that it can no longer meet the needs of the child or the family, it will give advance notice of the possibility of non-renewal of contract.
- 9.3. TASIS England completes a re-enrollment process every year. Re-invitation letters are sent to all eligible students every February. All returning students are required, subject to re-invitation status, to complete online re-enrollment, and to lodge a deposit by April 1 to re-enroll at TASIS England for the following academic year. If students do not intend to return for the following academic year, this should also be confirmed to the Admissions Office.
- 9.4. Once enrollment or re-enrollment has been confirmed, no refund or reimbursement of fees is payable in the event of subsequent withdrawal. However, a refund of a student's second semester fees will be available (other than for students who have been suspended, dismissed, or expelled) if:
  - A completed Withdrawal Form is received by the TASIS England Admissions Office no less than 60 days prior to the end of the first semester; and
  - TASIS England has accepted a replacement student to take the place of the withdrawing student in the same grade and program, and that the replacement student begins classes at the start of the second semester.
- 9.5. No reduction of fees will be granted in respect of a student's absence from school. No records, recommendations, or reports will be released until all financial obligations have been met.
- 9.6. This policy includes transfers to TASIS Switzerland during the academic year and any transfers from boarding to day status. The School will also retain the enrollment deposit if the student withdraws during the academic year.
- 9.7. Our withdrawal process is as below:
  - On withdrawal a withdrawal form must be completed and returned to Tasis England Admissions Office, include details of child(ren)'s next school.

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