



IPSWICH HIGH SCHOOL  
WOOLVERSTONE HALL  
SUFFOLK, ENGLAND

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# Admissions Policy

2017 - 2018

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## **Whole School Admissions Policy (including EYFS)**

Ipswich High School is committed to equal opportunities in education. No pupil at or applicant to the school shall receive more or less favourable treatment on the grounds of race, nationality, colour, ethnic or national origin, sexual orientation, religion or creed. Admissions to the school will adhere to our Equal Opportunities Policy. Admission is dependent on achieving an acceptable standard in an assessment or examination appropriate to the age group and academic pace of the school. Such examinations and tests are expected to be free of bias, as set out in the Equal Opportunities Policy;

### **The admissions policy of the school is that:**

- The school shall be open to all pupils considered by the Head to be capable of benefiting from the education provided at the school and of contributing fully to the life of the school (as more particularly described below);
- Admission is dependent on achieving an acceptable standard in an assessment or examination appropriate to the age group and academic pace of the school. Such examinations and tests are expected to be free of bias, as set out in the Equal Opportunities Policy;
- Due consideration should however be given to educational experience in assessing pupils' achievement of an 'acceptable standard', and to maximising access for pupils to whom the school can add value;
- In relation to the junior departments and preparatory school, candidates will be admitted who are considered likely to progress through the usual pathways for pupils attending the school. In most cases in the all through context this will be the standard required to enter the senior department in due course, or to follow a range of complementary transfer routes;
- In relation to the senior department, candidates will be admitted who are likely to qualify for further education at post 16;
- In relation to the sixth form, entry is governed by the school's published criteria. Candidates are to achieve a minimum of six GCSE's at B Grade and above.



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## Admission Register

An admission register must be kept by law. IHS keep this data in SIMS and can be accessed by only authorised staff members.

The admission register must contain an index, in alphabetical order, of all the pupils at the school, recording for each pupil their:

- name in full
- sex
- date of birth
- name and address of every person known to be a parent of the pupil, a note of who has custody of the pupil and the telephone number, or numbers, on which the parent/responsible adult can be contacted in an emergency
- day, month and year of admission, or re-admission
- name of the school last attended, if any.

It is advisable that admission registers should be stored indefinitely. Under the Data Protection Act 1998 pupil records should only be preserved for as long as is necessary. The school would normally be advised to retain information for as long as is needed to be able to defend any legal claim brought by a pupil. This would usually be six years from when they left the school or six years after their eighteenth birthday (whichever is longer). If there are particular problems or issues it may be advisable to retain it for longer – schools should refer to government guidance on Data Protection.

## Senior School

In relation to senior school, candidates will be admitted who are likely to qualify for further education at post 16;

### Entrance into Year 7

- There are 72 places available for Year 7.
- Approximately 50% are reserved for candidates from the Junior Departments.
- External candidates are therefore competing for approximately 50% places.
- Selection for entrance is by examination. Papers are set in English and Mathematics.
- Candidates are required to reach a minimum standard in Mathematics and English.
- Places are offered to qualifying candidates in rank order of performance in Mathematics and English. Both subjects have equal weighting.



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Candidates and their parents may attend any of our Open Days when they have the opportunity to meet the Head, tour the school and ask questions. Some also tour the school and meet the Head by private appointment during a normal school day.

The child's current Head Teacher is asked to complete a brief report sheet about academic performance and potential, the child's interests and any factors which may affect performance in the examination.

Siblings of existing pupils are given preference in the allocation of places provided they reach the minimum standard required for entry.

Academic Scholarships are available to the highest achievers in Mathematics and English in the entrance examination. The maximum individual award for any one candidate is 20%, but awards are more likely to be 10% of the fees.

Specialist scholarships (art, drama, music and sport) can be awarded of up to 20% of the full fees are awarded on the basis of an audition and or interview. The maximum individual award for any one candidate is 20%, but awards are more likely to be 10% of the fees. Candidates are, in addition, required to reach a satisfactory standard in the entrance examination.

Bursaries are available. These are awarded on merit and are means tested. They are open to internal and external candidates joining at any stage of senior school.

### **Entrance from the Junior Department**

The expectation is that Junior Department pupils will proceed to the Senior School. Should the standard of work indicate that a pupil would have difficulty in coping with the work in the Senior School, this will be indicated to parents as early as possible, usually by the beginning of Year 5 and options will be fully discussed with parents. Students are offered a place in Year 7 during the summer term of Year 5; however, they sit the entrance examination in order to fairly allocate academic scholarships.

### **Entrance above Year 7**

Students can be admitted to any year group if there are vacancies.

Entrance is by examination, current Headteacher's report and an assessment of recent work. Examination papers are set in English and Mathematics.

There are no scholarships available for entry except at Years 7, 9 and 12.



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### **Sixth Form Entrance**

Students are admitted on the basis of their GCSE results, Headteacher's report, and after interview.

In relation to the sixth form, entry is governed by the school's published criteria. These include, typically, 6-8 good grades at GCSE and specified GCSE grades (B, A or A\*) in subjects chosen for A level study.

Students normally have achieved nine minimum of six GCSE passes at B grade or above, including English and Mathematics.

Decisions on Sixth Form Scholarship awards are made during autumn term of their Year 11. The Orwell Scholarship is not specific to any subject and any student or applicant can apply; internal and external applicants are welcomed and are awarded on the basis of a written application, a verbal reasoning test and an interview. External candidates are asked to submit their GCSE results to the Head by the Friday immediately following the publication of the results.

We can offer an Elliston Award to any applicants who fulfil the specific criteria applying from a state school or from another independent school and currently in receipt of a bursary for our Sixth Form. This can be to the value of 50% of fees.

Means tested bursaries are also available.

### **Junior School**

In relation to junior departments, candidates will be admitted who are considered likely to progress through the usual pathways for pupils attending the school. In most cases in the all through context this will be the standard required to enter the senior school in due course, or to follow a range of complementary transfer routes;

### **Pre-Prep**

School does not accept pupils under the age of rising three. 'Rising threes' are children who are registered pupils at a school and have not reached the age of three but will do so before the end of their first term at school. There are three cut-off dates for the end of a school term: 31 August, 31 December and 31 March.

Children are welcomed into the Pre Prep in the term in which they are three as long as they are toilet trained. There is no formal assessment although all applicants are asked to undertake a taster session before formal offers are given.



## Early Years' Funded Care

We currently offer in total 30 hours of funded care to under-fives. This is split into 15 hours Early Years Funded Care Entitlement plus 15 hours Early Years Extended Care Entitlement. The admissions process involves a meeting with the Head and a tour of the school and a taster session and submission of an application form. Once all applications are received and the admissions process has been undertaken, the Prep Head will make offers of places. We would only ask for a deposit if it is clear that the pupil intends to stay beyond age five. Before the start of each term, the finance team will check the eligibility of each parent.

		<b>Full Time Pupil</b>	<b>Part Time Pupil</b>
<b>Monday - Thursday</b> <b>8.35 -16.15</b>	(Excl. 50 mins Lunch) 6 hours 50 mins	27 hours 20 minutes	Monday - Friday 8.35 -12.00 3 hours 25 mins
<b>Friday</b> <b>8.35 -15.15</b>	(Excl. 50 mins Lunch) 5 hours 50 mins	5 hours 50 mins	
<b>Total Hours</b>		<b>33 Hours 10 Mins</b>	<b>17 Hours 5 Mins</b>
<b>Funded Hours</b>		30 Hours	15 Hours
<b>Chargeable Hours</b> <b>Per Week (Hourly</b> <b>Fee £7.46)</b>		3 Hours £22.38	2 Hours £14.92
<b>Lunch Charges Per</b> <b>Week</b>		£19.35	
<b>Total Weekly</b> <b>Charge</b>		£41.73	£14.92

## Pre-Prep Reception (age 4+)

Candidates are assessed in a play situation to make the experience as enjoyable as possible for the children. The individual and group activities are designed to assess fine and gross motor skills, manipulative skills, shape recognition, vocabulary and social skills. Pupils from our Pre-Prep are admitted automatically to Reception.

## Years 1 and 2

External pupils are admitted if we have vacancies. A candidate spends a day with their peers so that the class teacher can assess development in literacy, numeracy and social skills. A Headteacher's report is requested.



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### **Year 3 upwards**

Candidates take tests in Maths, English, VR and Reading Assessment. Their current Headteacher is asked to complete a brief report sheet.

### **Whole School**

No pupil may start at Ipswich High School unless their parents/guardians have signed and returned the school's parent contract and paid the requisite deposit.

Policy Written:	November 2000
Last Updated:	1/12/2017
Person Responsible:	Registrar
Checked by Chair of Governors:	
Next Review:	October 2018