



IPSWICH HIGH SCHOOL
WOOLVERSTONE HALL
SUFFOLK, ENGLAND

Admissions Policy

2018 - 2019



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Whole School Admissions Policy (including EYFS)

Ipswich High School is a proprietorial school owned by Ipswich Education Limited (IEL), whose Board has the legal responsibility to ensure that all regulatory requirements are met. This means that the Board of Local Governors (BLG) has a role that is different to many independent schools. It is the role of the BLG to act as 'critical friend' to the school and to provide it with strategic guidance and oversight. The Governors, therefore, have powers of scrutiny and are enabled to make recommendations to the Ipswich Education Ltd Board (IELB) for change and improvement. Governors' meetings are held every term.

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 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 school in due course, or to follow a range of complementary transfer routes;*
- *In relation to the senior school, 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 7 and/or 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
- gender
- 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/future school to be 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 entry into Year 7.
- Approximately 50% are reserved for candidates from the Prep School.
- 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.

Candidates and their parents may attend any of our Open Events when they have



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the opportunity to meet the Head and pupils, 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 regarding the applicant's 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. Awards are more than likely to be 10% of the fees.

Specialist scholarships (art, drama, music and sport) can be awarded of up to 10% of the full fees and are awarded on the basis of an audition and/or interview. 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 only offered to the top performing candidates. They are open to external candidates joining at Year 7 and Year 12.

Entrance from the Prep School

The expectation is that Prep School 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 and assist with setting.

Entrance to Year 8 and beyond

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 scholarships available for entry at Years 7 and 12.



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Sixth Form Entrance

Students are admitted on the basis of their GCSE results, Headteacher's report, and 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 (7-9 and/or B, A or A*) in subjects chosen for A level study.

Students normally have achieved a minimum of six GCSE passes at 7 and/or 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 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.

Prep 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 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 so 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.



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Reception (age 4+)

Candidates are assessed in a play situation to make the experience as enjoyable as possible. 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. Their current Headteacher is asked to complete a brief report.

Year 3 upwards

Candidates take tests in Maths, English, VR and Reading Assessment.

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
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Person Responsible:	Registrar
Checked by Chair of Governors:	
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