TRANBY

EAST YORKSHIRE

ADMISSIONS

This policy applies to all members of our school community including those in our Early Years setting.

The School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

Tranby – East Yorkshire seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This document is available to all interested parties on request from the main school office and should be read in conjunction with the following documents:

- Attendance
- Behaviour
- Exclusions, Expulsions, and Removal
- Complaints
- Equal opportunities
- Curriculum
- Accessibility Plan

This document is reviewed annually by Mrs A Wilson, or as events or legislation change requires.

Admissions	
Reviewed by:	Mrs Alex Wilson, Headmistress
Date of last review:	September 2023
Approved by:	Mr Paul Grimwood, Chair of LGB
Date of approval:	September 2023
Reason for changes:	Annual review
Next scheduled date for review:	September 2024 or as events or legislation change requires.

Policy Statement

The School seeks to promote accessibility by making available several means-tested (assisted place) awards. Further details of these awards can be found below.

The School must feel confident that it will be able to educate fully any applicant child in line with his/her potential and in line with the standards achieved by the would-be pupil's peers, and that he/she would support the aims, ethos and expectations to which the School aspires.

Entry to the School is by selection on academic merit and on assessment of a pupil's likely positive contribution through good behaviour to the aims, ethos and co-curricular life of the School.

Tranby is committed to ensuring that the admissions register is maintained in accordance with Education (Pupil registration) (England) Regulation 2006.

1. Tranby admits pupils without regard to gender, nationality, disability, colour or creed in accordance with the UK Equality act (2010)

2. Age. The applicant must be of the correct age band for the year group he/she proposes to enter unless alternative arrangements have been agreed with the School.

3. Academic ability. For entry to Year 3 and above the applicant must attain the required standard in the entrance assessments for the appropriate year-group. This is measured by means of Literacy, Numeracy and Non-Verbal Reasoning assessments and, in the case of Year 7 entry, verbal reasoning. Those eligible for the offer of a place (if one is available) will have attained at least the national accepted average standard (90-110) in each of these tests.

4. If an applicant falls slightly short of the above criteria, a place may still be offered, but at the discretion of the Headmistress, and other criteria will apply. These may include further testing in Maths and English and character references.

5. In the case of an applicant with specific learning needs, a full professional report must be submitted in advance of the entrance assessment. Allowance will then be made, but the overriding criterion will be the pupil's ability to cope with the curriculum and level of support offered.

6. In the case of an applicant transferring to Tranby after the start of secondary education (i.e., above Year 7), the school may, at its discretion, require the first term of attendance to be on a probationary basis. During or at the conclusion of this time, the contract may be terminated by either party without penalty beyond fees already paid.

7. On any occasion where the school intake is oversubscribed places will be allocated based on ability in the entrance assessments. If the above is unable to distinguish between candidates, school references will be considered. At other times vacant places will be offered to the next applicant who fulfils the entry criteria.

8. Priority for places in the Senior School is given to the pupils in the Prep School. These pupils are not in competition for their places and transfer into the Senior School is assumed. Parents of pupils who are unlikely to thrive or be able to access the curriculum in the Senior School will be given due warning throughout KS2.

9. Financial assistance is limited both in terms of the amount and the number of UCST assisted places.

10. In all cases entry will be subject to a satisfactory reference from the applicant's previous school.

11. All applications are treated positively, sympathetically and in confidence.

12. The School's physical facilities for disabled comply with regulations and it will do all that is reasonable to ensure that the School's culture, policies and procedures are made accessible to children who have disabilities and to comply with its legal and moral responsibilities under the Special Educational Needs and Disability Act. The School seeks to ensure that disabled prospective pupils are not treated less favorably and will take reasonable steps to avoid putting disabled pupils at a substantial disadvantage in matters of admission.

13. From the beginning of the first day on which the school has agreed or been informed that the pupil will attend the school, an entry will be made on the School's admissions register in line with the Education (Pupil Registration) (England) Regulations 2006. This is administered by Mrs Sharon McEwan (Registrar) and inclusion/deletion from the register is done according to the Education (Pupil Registration) (England) Regulations 2006. Where a pupil's name is going to be deleted from the admissions register for any of the following reasons the local authority, where the pupil is resident, must be informed.

    - The pupil has been removed to be home educated
    - The family have apparently moved away
    - The pupil has been medically certified as unfit to attend
    - The pupil is in custody for more than 4 months
    - The pupil has been permanently excluded

    The admissions register is kept in electronic format on the school server with backup and is kept for at least three years. It records the following items. Full name, sex, name address and at least two telephone contact numbers of all known parents/guardians/carers (and information about any other person who has parental responsibility for the child), which parent/s and/or carer/s with whom the pupil normally resides, date of birth, date of admission, the name and address of the last school attended, name of the destination school (or additional school, in the case of dual registration) notified by a parent and the first date of attendance, where it is reasonably practicable for the school to ascertain this information, and details of any amendments to the above, including the date and the name of the person making the amendment.

14. Tranby has a duty to provide information to the local authority for standard transitions if requested. Tranby has a duty to make/notify returns to local authority for all non-standard admissions and departures.

15. Tranby has a process by which pupils can indicate they have permission to study in the UK.

Appeals

Parents or guardians who wish to appeal against a decision not to offer a place to an applicant may appeal to the Chair of the Local Governing Body of Tranby, whose decision is final. Appeals should be addressed directly to the Chair of the Local Governing Body at the School and should state the grounds for the appeal.