



## Admissions Policy

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Policy Approved by:	<b>External Relations and Board Operations Committee</b>
Policy Owner:	<b>Head, Trent College</b>
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Governor Committee(s):	<b>External Relations and Board Operations Committee</b>

We are committed to promoting and supporting positive pupil mental health and wellbeing through our policies and practice. Our first consideration, as professional, adult practitioners, will be how our actions support and promote the wellbeing of every child.

All admissions and registrations to Trent College are coordinated by the Head of Admissions.

### Aims of this Policy

- To ensure compliance with the school's charitable purpose as a school providing independent day and boarding education for boys and girls between the age range of 11 and 18.
- To set selection criteria and procedures that are consistent with this charitable purpose and fair to applicants.
- To identify applicants whose academic and other abilities match the ethos and standards of the school, and whose personal qualities suggest they have the potential to contribute sufficiently to the school community and benefit from the many opportunities that are offered here.

### Selection

Trent College is an academically selective school. The academic criteria for selection are:

- A positive interview.
- Success in the School Entrance Examination, or achieving the necessary grades in GCSE exams.
- A positive reference from the applicant's present school.

The school will inform those parents whose child has not been offered a place that it is school policy not to discuss their child's performance and that the school's decision is final.

The preconditions for admission are that:

- The applicant is of the appropriate age and sufficient maturity.
- The applicant enjoys good general health and will be able to attend lessons and fully participate in the life of the school.

- The applicant's special educational needs and disabilities (if any) have been fully disclosed at the point of registration to the school and are, in the opinion of the Head, within both the school's and the pupil's capacity to cope.
- The school would be able to make all reasonable adjustments for a disabled applicant and, if the applicant was refused entry to the school based on their disability, then the reasons would be communicated clearly to the applicant's parents or guardian.
- The reference from the applicant's current school is satisfactory in respect of conduct and attitude.

The school will comply with all anti-discrimination and equal opportunities legislation with regard to gender, race, religion, disability and human rights. The school will not take into account family connections with Trent College, area of residence, socio-economic group or sexual orientation.

If circumstances indicate that a year group is at capacity, then the school will inform the family of this fact, and the applicant will be placed on a waiting list for entry.

### **Registration & Acceptance**

Parents are required to complete a Registration Form, which should be returned to the Admissions Officer together with a non-refundable registration fee to cover administration costs, within the prescribed timescales. The registration fee is advertised on the school's website. The completion of a Registration Form does not guarantee admission by the Head nor does it in any way bind parents. The registration fee is non-refundable. No priority is given to applicants based on the order applications are received.

Upon accepting the offer of a place at Trent College, all parents are required to sign an acceptance contract and pay an acceptance deposit which is refundable upon leaving the school, minus any expenses which have been incurred. Fees information can be found in the Admissions section of the school website.

### **Entry Points**

The school accepts the majority of its new pupils at Year 7 entry, with places also available for Year 9 and Year 12 entry. A number of places are also available at other entry points. The school normally uses the 01 September birthday watershed for determining the applicant's year for entry.

### **Year 7 Admissions**

The school will write to parents of pupils registered for entry giving detailed information about the schedule for the entrance procedure. External applicants are invited to attend the school for the Entrance Examination during January. Such applicants will also be invited for an interview before the examination takes place. Scholarship Assessments also take place in January.

Letters offering places and scholarships or other awards will be sent out usually within one week of the Entrance Examination. Parents will be asked to sign an acceptance contract and pay the acceptance deposit within the stated period or decline the offer by the stated deadline which will be agreed in advance by all independent schools in HMC.

Parents are required to complete the acceptance contract, upon which the offer is based, having read the school's terms and conditions.

### **Year 7 Transition from The Elms Junior School to Trent College**

In Year 5, children from The Elms will be assessed for entry into Trent College using the following pieces of information:

- The detailed teachers' assessment of the work the children have produced in class throughout the year and the progress they have made and standards they have reached;
- A Cognitive Ability Test to help identify children's capacity for learning, along with a piece of extended writing.

On the basis of this information, parents will receive either an unconditional offer of a place at Trent College or they will receive a conditional offer, which will require their child to sit and pass the Trent Entrance Exam in Year 6.

### **Non-Year 7 Admissions**

The school will contact parents of registered pupils to invite candidates to attend for interview and sit an Entrance Examination. The school will also seek references and school reports from the applicant's current school. Scholarship Assessments will normally take place between December and March.

### **Year 12 Admissions**

A conditional offer of a place will usually be made after an interview and on receipt of a satisfactory school reference and set of GCSE predictions. Candidates must be capable of meeting the appropriate criteria for entry into the Sixth Form, which will be determined based upon their chosen Sixth Form options. The school looks for an academic profile and commitment (including passes in Mathematics and English) that is likely to lead to success in our Sixth Form. The timetable for the admissions process is flexible and depends on the timing of the application. Offers are confirmed on publication of the GCSE results. Candidates wishing to apply for Sixth Form Academic Scholarships will be invited to provide evidence of likely very high performance at GCSE and a school reference. The scholarship, if offered, will be confirmed or otherwise upon publication of GCSE results.

### **International Students (where English is a second language)**

Trent College is an academically selective school. The academic criteria for selection of international students are:

- Success in the school testing in Maths and English (students must have a strong command of the English language to ensure they are capable of meeting the academic demands of the school).
- Further subject specific testing for A Level students.
- Strong school reports for the past two years.
- Interview in person or via video conference call.

### **Registration**

Parents are required to complete a Registration Form, which should be returned to the Head of Admissions together with a non-refundable registration fee to cover administration costs. The registration cost is advertised on the school's website. The completion and signing of a Registration Form does not guarantee admission nor does it in any way bind parents. The registration fee is non-refundable. No priority is given to applicants based on the order applications are received.

### **Right to study in the UK**

A student visa is required to study at Trent College. The school employs an immigration lawyer to assist families in their visa application process. A CAS number will be provided following payment of the acceptance deposit, completion of the acceptance contract and payment of the visa compliance management fees. Without a valid visa, a student will be unable to join Trent College.

### **Entry Points**

The school will accept international students into all year groups. Where international students have not followed the UK education system Trent College will rely on their school reports, testing and interview. Where they have followed a GCSE programme, entry into the Sixth Form will be consistent with our policy relating to UK students.

## **Boarding**

Pupils who are expressing an interest in boarding will tour the boarding houses and meet with boarding staff. In addition to the standards described elsewhere in this document, the school allocates places within the boarding community based on the school's assessment of how well the pupil is suited to boarding and how much they will benefit from being a boarder.

## **Bursaries**

The Trent College Bursary Scheme enables pupils, who meet the required academic standard for entry but whose family circumstances cannot ordinarily meet the financial commitment of an education at Trent College, an opportunity to apply to gain places at our school. Bursaries are usually awarded on entry to Year 7, but can be awarded at other points, and are reviewed annually. In very exceptional cases, the value of a bursary may be up to the full value of the fees. Parents wishing to apply for a bursary should indicate this at the time of registration. They will then be sent an Application Form from the Bursar's Department and may be invited to attend an interview with the Bursar. Offers of bursaries will be communicated as soon as possible and normally during the February following the Entrance Examination for Year 7 intake. Bursary offers will be conditional on the pupil meeting the entrance criteria as set out previously in this document.

## **Scholarships**

Scholarships may be awarded to pupils entering the School at Year 7, Year 9 and Year 12. These are awarded for Academic ability, and for Art, Drama, Music and Sport. Scholarship Awards are made against specific criteria, which are outlined on the school's website and set out in the school's Scholarship Policy, which is available from the Head of Admissions. The award of a scholarship is reviewed annually, and the expectations of a scholar's performance and behaviour are detailed by the relevant Director.

## **Special Educational Needs, Specific Learning Difficulties or other Disabilities**

The School is committed to providing equality of opportunity through the creation of an environment in which individuals are treated on the sole basis of their relevant merits and abilities.

Parents/guardians are required to disclose their knowledge of any specific learning difficulty or disability relating to their child on registration. Should a request be made regarding special conditions required to take the Entrance Examination, or any other special provision, then the school will require evidence of a formal diagnosis pertaining to that specific learning difficulty or disability. In the event of such a request being made, the Deputy Head (Academic) and Head of Learning Support will evaluate the applicant's needs, with regards to making any reasonable adjustments to provide equality of opportunity.

International students for whom English is not their first language will be asked to sit an English Language test in order to establish if any additional support is required to enable them to meet their course requirements.

## **Responsibility for Admissions**

The Head is responsible for admissions and for the operation of this policy. The selection criteria and application process are determined and reviewed regularly by Governors. Those involved in selection and interviewing have received appropriate preparation and training. Documents supporting each application for admission will be retained by the school for at least one year after the entrance selection period, whether or not the applicant is offered a place. Correspondence regarding unsuccessful candidates will be dealt with by the Head.

The school maintains admission and attendance registers in accordance with the Department for Education's School Attendance Guidance for maintained schools, academies, independent schools and local authorities (August 2020).

## **Withdrawal**

A full term's notice is required by 12.00 (noon) on the first day of term in respect to withdrawal of a pupil from school after acceptance of a place, or for removal at any time during the pupil's education at the school. A full term's fees become payable in the absence of the notice period given above.

The Head of Admissions will ensure that the Local Authority are notified when a pupil is removed from the school's admission register at a non-standard transition point under any of the 15 points in Annex A (page 20) of 'Children Missing Education – Statutory Guidance for Local Authorities, September 2016'. The Head of Admissions will also ensure that the Local Authority are informed within five days of any pupil who is added to the admission register at a non-standard transition point.

## **Misbehaviour and Exclusions**

Details of the school's expectations of pupils' behaviour and exclusion procedure are detailed in the school's Behaviour Management Policy.