

## **ADMISSIONS POLICY**

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Merchant Taylors' Schools are a *unique* family of schools offering independent education to pupils aged 4-18 years. The infants are co-educational, after which the junior and senior schools offer the benefits of single-sex education from 7-18 years. Each senior school has a dedicated Sixth Form tailored to the specific needs of the students. Our aim is to educate every pupil in the fullest sense so that they realise their academic and personal potential. The schools have all the benefits of single-sex education, in happy and caring communities where girls and boys feel valued and can develop self-confidence and independence. When they leave school they are fully equipped to face the challenges of life that lie ahead.

The Schools' ethos is based on high standards and the values which parents and pupils must recognize and agree to uphold. It welcomes applications from pupils from all social or cultural backgrounds who will profit from an academic and values-based education, and who will contribute fully and enthusiastically to, and benefit from, the wider life of the School.

In the selection process, every reasonable step will be taken to accommodate the needs of those with a specific learning difficulty or disability (LLD), any physical difficulties and those pupils for whom English is an additional language. Individual cases will be given further consideration before selection and may be interviewed.

Entry into the schools can be at any age from 4 years to 17 years but the most common entry points are Year 3, Year 7 and the Lower Sixth Form.

### **Admission to Merchant Taylors' Primary School**

At Merchant Taylors' Primary School, the infant section is co-educational from 4-7. The girls then remain at the school which assumes single-sex status whilst the boys transfer to the Junior Boys' School situated on the Senior Boys' School site. Assessment and testing for entry into the infant and junior schools takes place throughout the year. Entry is considered at any time between the ages of 4-11 years.

### **Admissions' Procedure 11+**

Entry to Year 7 is by competitive examination, which comprises English, Mathematics, a Reasoning test and a confidential report from each pupil's current junior school. Following an initial enquiry by telephone or email, the Schools' prospectus, registration form and related information will be posted to parents. This information may also be obtained at the annual Year 5 Taster Day, Open Events or in person at any other time. In addition to planned Open Events, the Head teachers welcome personal visits from prospective parents for individual tours during a normal school day.

The registration form should be completed and returned to the Admissions Officer of either the boys' or girls' school before Christmas, although registration will be accepted into the New Year. Registration is free. Details of the School Assisted Places Scheme will be sent to the parents of all applicants before Christmas.

An information pack giving details of the examination day and results procedure will be sent to parents at the beginning of January of the year of entry. Offers of places for September of that year will be made to those pupils who reach the academic standard required. The possible results will be:

- The offer of a full fee-paying place
- The offer of a Discretionary Award or Scholarship
- The offer of a School Assisted Place
- The offer to go on a waiting list for a full fee-paying place or assisted place
- No offer.

The procedure for formal acceptance of places offered is to complete and return the acceptance form together with a non-refundable deposit of £300 (cheques payable to Merchant Taylors' Schools). A Welcome Evening for new pupils and parents will be held during the Summer Term.

#### **Admission to Years 7-10**

Applications for entry to Merchant Taylors' Schools for Years 7, 8, 9 or 10 will always be considered and once parents have contacted the appropriate Admissions Officer, the procedure is similar to the 11+, that is entry is dependent upon the required academic standard being reached in English, Mathematics and a Reasoning test, with some spoken and written questions in Languages and the Sciences if required.

#### **Admission to the Sixth Form**

Both the boys' and girls' senior schools have Sixth Forms on site. Pupils are welcome to enter Merchant Taylors' from other secondary schools. The Sixth Form achievements are second to none with results that generally place each of the schools in the top 100 for A Level results nationally. An Open Evening is held to which pupils and parents are invited to consult all subject teachers and discuss options and career prospects. Pupils meet with Heads of Department of their chosen AS subjects, Head of Sixth Form, and the Head. Conditional offers are made dependent upon GCSE grades. Sixth Form entry criteria and the subjects offered are sent to students' parents upon request. Parents should contact Admissions for more details.

#### **Current Fees**

The current fees are published in the prospectus. There is a sibling discount of 10% for the second and third child in a family, who is on school roll, then 20% for the fourth and subsequent children. The sibling discount applies only to tuition fees and if any pupil within the family is in receipt of any other form of financial assistance (excluding Harrison Scholarships) then that pupil will not be included within the scope of the Sibling Discount.

#### **Merchant Taylors' Schools' Assisted Places Scheme**

Merchant Taylors' Schools maintain a bursary fund in order to provide financial assistance with fees for parents who could not otherwise afford them at Senior School. Financial assistance with fees, in the form of School Assisted Places, is awarded on academic merit dependent upon joint parental income.

Parents are required to provide detailed financial documentation when applying and these are means-tested every year to ensure continued eligibility. The Schools currently use Bursary Administration

Limited, who will arrange Home Visits, to assess the financial need of each applicant for an Assisted Place.

#### **Discretionary Awards**

In some cases the Head teachers will award a Discretionary Award which can vary in amount. If parents, who are outside the financial eligibility of the Assisted Places Scheme, apprise the Head teachers of any extenuating circumstances which would make it difficult for them to pay full fees, there may be some circumstances in which there may be help with fees but as this fund is limited, awards are linked to academic merit and available for a short period of time.

#### **Scholarships**

Scholarships may be considered for outstanding achievements in the areas of sport, music and academic success. A discretionary contribution may be awarded. There may be an opportunity to apply for scholarship into the sixth form.

#### **Overseas Students**

Please refer to "Admissions Policy for Overseas Students"

#### **Staff children**

Pupils of staff in the Merchant Taylors' Schools will be subjected to the same selection process as siblings of current senior school pupils. They will be admitted, provided they do sufficiently well and can demonstrate that they will benefit from a place in the school.

This policy may be amended at any meeting of the governing body, in which case the revised policy would operate from the start of the following academic year.

Reviewed October 2017