



# Merchant Taylors' School

Ambition | Character | Excellence

# Admissions Policy

**Admissions Policy**

Author: Head of Admissions

Last Amended: August 2019

Review: August 2020

## **General Introduction**

Merchant Taylors' is a family of Schools with an enviable reputation on Merseyside and the North West. Merchant Taylors' Schools comprises Stanfield Mixed Infants and Junior Girls' School, Junior Boys' School, Merchant Taylors' Senior Girls' School and Merchant Taylors' Senior Boys' School.

The Schools' are academically selective and share a mission for the rigorous pursuit of excellence, inside and outside the classroom, combined with a passionate concern for each individual.

Founded in 1620, the schools always achieve among the best GCSE and A Level results on Merseyside and in the North West and enjoy exceptional extra-curricular success

## **Information and pre-application visits**

The Schools' prospectus and accompanying materials provide an overview of life at Merchant Taylors' Schools. In our prospectus we have tried to convey the special nature of a Merchant Taylors' education. It is not always possible to reflect adequately the warmth of the Schools' community through our prospectus or the website and, we therefore invite you to visit the Schools, where you are assured of the warmest of welcomes.

The Admissions team will maintain regular contact with all prospective families and provide information relevant to each stage of their enquiry/application including notifications of Open Events, Familiarisation/Taster Sessions and Assessment Days.

To request information about the Schools or to arrange a visit, please contact the Admissions Office on 0151 949 9366 or email [admissions@merchanttaylors.com](mailto:admissions@merchanttaylors.com)

Additional information can be found on our website which is regularly updated to include our latest news and events – [www.merchanttaylors.com](http://www.merchanttaylors.com)

## **Structure of the Schools**

Entry into Merchant Taylors' Schools can be at any age from 4 years to 17 years of age. The most common entry points are Year 3, Year 7 and the Lower Sixth Form and comprise:

- Stanfield Mixed Infants – pupils from Reception to Year 2
- Junior Girls at Stanfield – pupils from Year 3 to Year 6
- Junior Boys – pupils from Year 3 to Year 6
- Senior Girls – pupils from Year 7 to Upper Sixth
- Senior Boys – pupils from Year 7 to Upper Sixth

## **Application procedures and entry requirements**

Applications are welcome for entry at all stages from age 4 to 17 and registration forms are available from our Admissions team. Our application procedures are age appropriate and include:

- Entry Assessments
- Interviews
- Character References/references from current school
- Disability assessments (if applicable)

The following information provides a general guide to entry requirements and procedures. Each application is considered on its individual merit.

### **Admission to Stanfield Mixed Infants**

At Merchant Taylors' Primary School, the infant section is co-educational from age 4-7. A completed registration form should be submitted and where relevant, two recent school/nursery reports and reference from the child's current school/nursery will be required. Once received, your child will be invited to attend a Familiarisation Session. Parents are invited for a tour of the School and a meeting with the Headmaster/mistress.

### **Admission to Junior Girls' and Junior Boys'**

Following completion of Infants, the girls then remain at the Stanfield School site which assumes single-sex status whilst the boys transfer to the Junior Boys' School situated on the Senior Boys' School site. External pupils joining at this stage will complete a registration form and will be invited to attend a Taster Session during which time they will be assessed and interviewed by the Headmaster/mistress. A reference will also be taken from the pupil's current school.

### **Admissions to Merchant Taylors' Girls' School and Merchant Taylors' Boys' School**

Following receipt of a completed registration form, applicants for admission at the age of 11 are invited to attend for assessment, which comprises English, Mathematics, a Reasoning test and a confidential report from each pupil's current junior school.

There are two Assessment points for entry to Year 7; November and also April. An information pack giving details of the assessment arrangements and results procedure will be sent to parents at the relevant time by the Admissions team. 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 Bursary
- The offer to go on a waiting list for a full fee-paying place or Bursary
- 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. A Welcome Evening for new pupils and parents will be held during the Summer Term.

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

Applications are welcome for entry to Merchant Taylors' Schools for Years 7, 8, 9 or 10. Following contact with the Admissions Team, the pupil will be invited to attend for an assessment and meeting with the Heads of Maths, English and Science, followed by an interview with the Headmaster/mistress.

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

Applications are welcomed from pupils from other secondary schools to enter Merchant Taylors' Sixth Form. A Sixth Form Open Evening is held to which pupils and parents are invited. This evening provides the opportunity to discuss options and career prospects with subject teachers and Sixth Form staff. Pupils meet with Heads of Department of their chosen AS subjects, Head of Sixth Form, and the Headmaster/mistress. Conditional offers are made dependent upon GCSE grades.

Upon receipt of a completed registration form, our Admissions team will provide parents and students with details of the entry criteria and the subjects available for A Level study.

### **Overseas Applicants**

Merchant Taylors' Schools welcome overseas pupils and accepts overseas applications from a wide range of countries. A more fully detailed Admissions Policy for Overseas Students is available.

### **Special educational needs and disabilities (SEND)**

Merchant Taylors' Schools welcome children with special educational needs. Parents/Carers of children with special educational needs should discuss their child's learning needs with the School at the time of application and before he/she sits any assessment, to enable the School to ensure appropriate provision is in place. We are happy to discuss thoroughly with parents/carers any adjustments that can be reasonably made for their child once they have been offered and accepted the offer of a place and before he/she becomes a pupil of the School. Parents/Carers should provide, where possible, any relevant medical/psycho-educational documents that may support their child's needs. An example of this would be an Educational, Health and Care (EHC) Plan, or educational psychologist's report outlining the need for examination access arrangements. Further details of the SEND provision at Merchant Taylors' Schools can be found in the SEND Policy, which is available on request.

### **Equal Treatment**

Merchant Taylors' Schools is committed to equal treatment for all, regardless of race, ethnicity, religion, sexual orientation or social background. We receive and accept applications from pupils from a diverse range of backgrounds. We believe that diversity enriches our community and is vital in preparing our pupils for today's world.

We encourage applications from anyone who feels they will benefit from a Merchant Taylors' Schools education and who will be willing to contribute to, and benefit from the academic life of the School, its mission and identity and tradition. Fee support is available to make it possible for as many as possible, who meet the Schools' admissions criteria, to attend the Schools.

### **Disability and Accessibility**

At present Merchant Taylors' Schools has limited provision for children with disabilities but will do all that is reasonable and practicable to comply with its legal and moral responsibilities to children with disabilities who apply to the School.

### **Current Fees**

The current fees are published in the prospectus and are also available in the Admissions section of the website.

### **Sibling Policy**

Merchant Taylors' Schools welcome the opportunity to education brothers and sisters of current and past pupils. However, admission is not automatic and there may be occasions where we judge that a sibling is likely to thrive better in a different educational environment. Many siblings do join us and in recognition of the incremental financial cost to families who wish to educate more than one of their children at Merchant Taylors' Schools, the Governors have agreed a 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' Bursaries**

Bursaries form the major part of the fee support offered by Merchant Taylors' Schools and is intended to help pupils who are likely to benefit from a Merchant Taylors' education and who will

contribute well to the life of the Schools, but whose parents cannot afford full fees. Bursaries are means tested and are 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 BursaryAssociates Ltd Limited, who will arrange Home Visits, to assess the financial need of each applicant for a bursary.

### **Scholarships**

Scholarships are available for academic excellence, music, sport and art. In addition, further awards are available: the All-rounder award and also the Harrison Scholarships, available to students entering Sixth Form. The All-rounder scholarship is awarded to candidates with particular gifts in some aspect of co-curricular life, who demonstrate sound academic ability, and are likely to make a significant contribution to the overall life of Merchant Taylors' Schools. The amount of scholarship awarded is decided by the Headmaster/mistress and is typically up to the value of 10% of tuition fees. There is no annual means testing of scholarship awards.

### **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.

### **Complaints**

We hope that you and your child will not have any complaints about our Admissions process. Our Admissions team will always welcome any feedback on your experience of our procedures. However, should you wish to raise an issue, the School's Complaints Policy is available on request.

### **Further Information**

Our Admissions team are always happy to speak to prospective parents and pupils about the admission process. Please contact them on 0151 949 9366 or [admissions@merchanttaylor.com](mailto:admissions@merchanttaylor.com)

For the most up-to-date information on what is happening at Merchant Taylors' Schools please visit our website at [www.merchanttaylor.com](http://www.merchanttaylor.com)

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.