



# Merchant Taylors' School

Ambition | Character | Excellence

# Admissions Policy

**Admissions Policy**

Author: Head of Admissions

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## **General Introduction**

Merchant Taylors' is a family of Schools with an enviable reputation on Merseyside and the North West. Merchant Taylors' School comprises Stanfield Preparatory School, mixed infants and juniors, Merchant Taylors' Girls' School, senior girls and Merchant Taylors' Boys' School, senior boys, Merchant Taylors' Sixth Form, co-educational sixth form.

The School is academically selective and strives to deliver and support Ambition, Character and Excellence, inside and outside the classroom, combined with a passionate concern for each individual.

Founded in 1620, the School achieves among the best GCSE and A Level results on Merseyside and in the North West and enjoys exceptional extra-curricular success

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

The School prospectus and accompanying materials provide an overview of life at Merchant Taylors' School. 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 School community through our prospectus or the website and, we therefore invite you to visit the School, 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 School 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 School**

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

- Stanfield Preparatory School – pupils from Reception to Year 6
- Merchant Taylors' Girls' School – pupils from Year 7 to Year 11
- Merchant Taylors' Boys' School - pupils from Year 7 to Year 11
- Merchant Taylors' Sixth Form – students from Lower to Upper sixth

## **Application procedures and entry requirements**

Applications are welcome for entry at all stages from age 4 to 17 and online registration for a place can be made through our website: [www.merchanttaylors.com/admissions](http://www.merchanttaylors.com/admissions). 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**

Stanfield Preparatory School is a co-educational setting. The infant section caters to children from age 4-7. A completed application 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 Head or a member of the Senior Management Team.

Following completion of Infants, the children then move on to the Junior section. External pupils joining at this stage will complete an application form and will be invited to undertake a Taster Session during which time they will be assessed and meet the Head. A reference will also be taken from the pupil's current school.

Pupils attending Stanfield Preparatory School are regularly assessed during their time in the School and, provided they maintain good progress, will automatically transition through to the Senior School.

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

Following receipt of a completed application form, candidates for admission at the age of 11 are invited to attend for our Entrance Assessment on a Saturday morning early in November. The assessment is a computerised cognitive ability test comprising verbal reasoning, non-verbal reasoning and quantitative reasoning. This test is in three sections each lasting around 40 minutes. No preparation is required for this test as it is designed to measure innate ability.

Information 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 prior to the Christmas holidays 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 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**

Pupils applying for places throughout the year will, on completion of an application, be invited to attend a Taster & Assessment Day. During the course of the day, they will undertake an age-related cognitive ability test along the same lines as administered for entry to Year 7, as well as attending some lessons, meeting staff and also spending time with pupils. Candidates will also be invited for interview with either the Head or a member of Senior staff and a confidential reference will be requested from their current school.

There is no preparation required for the CAT assessment.

### **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 in October, 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 A Level subjects, Head of Sixth Form, and the Head. Conditional offers are made dependent upon GCSE grades.

Upon receipt of a completed application 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' School 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' School 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' School can be found in the SEND Policy, which is available on request.

### **Equal Treatment**

Merchant Taylors' School is committed to equal treatment for all, regardless of race, ethnicity, religion or belief, sexual orientation, gender re-assignment (in accordance with Section 7 of our Transgender and Gender Questioning Policy), 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' School 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 School.

### **Disability and Accessibility**

At present Merchant Taylors' School has limited provision for children with physical 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 Admissions section of the website.

### **Sibling Policy**

Merchant Taylors' School welcomes the opportunity to educate 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' School, 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' School Bursaries**

Bursaries form the major part of the fee support offered by Merchant Taylors' School 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 School, but whose parents cannot afford full fees. Bursaries are means tested and are awarded on academic merit dependent upon joint parental income and expenditure.

Parents are required to provide detailed financial documentation when applying and these are means-tested every year to ensure continued eligibility. The School currently uses BAA Consultancy Ltd, who will arrange a personal meeting, to assess the financial need of each applicant for a bursary.

### **Scholarships**

Scholarships are available for academic excellence, music, art, drama and sport for those applying to Year 7. In addition, scholarship for music, art, drama and sport plus the academic Harrison Scholarships are available to students entering Sixth Form. The amount of scholarship awarded is decided by the Head 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' School 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.

### **Children Missing from Education**

Where a child has been removed from the school's roll either by parents or the school itself, the school recognises that the child becomes a "most vulnerable child". The school will ensure that:

- a. The parent gives 1 term's notice
- b. During this period, the school will formally write to the parent to obtain confirmation of the proposed school to which the child will attend upon leaving Merchant Taylors
- c. A member of the admissions team will make contact with the proposed school to confirm that the child has been offered a place.
- d. A CME form will be submitted to the local authority, either confirming the details of the proposed school or advising that the child does not have a planned future education provision.
- e. Where a child is added to the School's roll, a member of the admissions team will make contact with the Local Authority to advise that the child is now on roll at the School.

\*This process is not applicable at the key transition years of 6,11,13

**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.