



ADMISSIONS POLICY

TUDOR HALL AND CARRDUS SCHOOL



1. INTRODUCTION

Tudor Hall is a boarding and day school for girls aged 11–18 and Carrdus is a co-educational day school from 3 to 11 years. Deciding on the right school for your child is very important and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Carrdus and/or Tudor. We hold a number of open events throughout the academic year, which give a general introduction to each School. Details are published on our websites. We are also happy to welcome prospective parents and their child/children at other times.

2. THE ENTRY PROCEDURE

- 2.1 Carrdus and Tudor Hall are academically selective schools. Selection is based upon academic merit, which is assessed through an entry examination, an interview at the School and references from the candidate's previous school. Our selection process is designed to identify pupils who have sufficient levels of ability or potential to access our balanced and well-rounded education with success and make a positive contribution to the life of the school.
- 2.2 The usual points of entry are at rising 3, 4+, 11+, 13+ or 16+. Pupils may be admitted into most other year groups should space be available. The following places are normally available, although consideration will be given to expanding the year groups to include an extra form if there is sufficient demand.

Year Group	Places Available
Nursery	24 (12 FTE)
Reception to 6	1 form entry of a class up to 20 pupils
Years 7 and 8	2 form entry of classes up to 22 pupils
Years 9 to 11	3 form entry of classes up to 22 pupils
Lower Sixth	46 beds available
Upper Sixth	46 beds available

- 2.3 Applicants for admission to Tudor at 11+ or 13+ should register by June of Year 5. Entrance assessments for 11+ and 13+ take place during the autumn term of Year 6.
- 2.4 Parents may indicate an interest in a place at the school by registering their child at any stage. Timing of registration does not necessarily confer any advantage with regard to final allocation of places, although it may be taken into account. We reserve the right to close a list if it becomes necessary.
- 2.5 Registration forms are available from the Registrar or from the school website and should be returned with a non-refundable registration fee of £100.

3 EQUAL TREATMENT

- 3.1 Tudor Hall and Carrdus aim to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Bursaries are offered at Tudor Hall in order to enable as many as possible who meet the School's admissions criteria to attend the School. Tudor's provision for bursaries is detailed in the Bursary Policy.

- 3.2 Tudor Hall and Carrdus are committed to equal treatment for all and we welcome pupils from many different cultures, faiths and backgrounds. It is the intention of Tudor Hall and Carrdus to make its selection procedure equally accessible to all candidates regardless of religion, ethnicity, disability or background.

4 SPECIAL EDUCATIONAL NEEDS AND DISABILITES

- 4.1 Tudor Hall and Carrdus do not unlawfully discriminate in any way regarding entry. The School welcomes candidates with disabilities and/or special educational needs, providing we can offer them any support that they require and cater for any additional needs and that our site can accommodate them.
- 4.2 We strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with the School before they sit the entrance exam so that we can make adequate provision. Parents should provide a copy of an educational psychologist's report or a medical report if they have one.
- 4.3 The School will discuss thoroughly with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for him/her if they become a pupil at the School.

5 THE ASSESSMENT PROCESS

- 5.1 Tudor Hall and Carrdus are looking for well-rounded pupils with sufficient ability, potential and interests that stretch beyond the confines of the academic curriculum. The Schools have strong traditions in music, drama, art, community activities and sport. There are many co-curricular activities, all of which are important in developing a well-balanced, confident individual.
- 5.2 No specific preparation for the entrance tests is needed. All candidates start on an equal footing, with identical opportunities to display their academic aptitude and co-curricular skills.
- 5.3 Assessment for Early Years (Nursery and Reception) is based on observing informal play in small groups within a class setting.
- 5.4 Assessment for entry at Year 1 and above is based on observation within a class setting. The nature and formality of the assessment will vary according to the age of the pupil. Pupils are expected to sit a GL assessment for entry to Year 4 and above. Pupils entering Year 3 mid-year are also expected to sit a GL assessment.
- 5.5 External candidates for entry to Tudor Hall sit an age standardised test that assesses a range of skills, including verbal, non-verbal and numeracy. Pupils will also sit a creative writing assessment. Assessments are used to determine whether each candidate is able to access the Tudor curriculum, with the aim of long-term examination success. Whilst the school is inclusive and will make adjustments when reasonable, it reserves the right to refuse entry on the basis of low performance in its entry tests.
- 5.6 For entry into the Sixth Form, external candidates are required to have at least 6 good passes at GCSE including English and Maths. For entry to A Level courses, a minimum of Grade 6 is expected. References will be sought from candidates' current schools and they will have an interview with either the Deputy Head Academic or the Head of Sixth Form. External candidates take a general paper and a verbal reasoning paper.
- 5.7 We take school references and interview all candidates as part of our assessment process for each age group.

5.8 The dates for the assessment process at Tudor Hall for the current year are published on our website and in the Admissions Brochure, together with the dates that results are posted to families and the closing date for acceptances. We will offer places to candidates from our waiting list after the closing date for acceptances.

5.9 An Application for Entry form will be sent to all pupils who are registered, inviting them to an assessment day. Forms should be returned with an application fee of £200. For those individuals applying late in the process, the registration and application fees are combined.

5.10 Entry into the school from another secondary school

Parents will be advised that they should indicate their interest in Tudor Hall to the Head of their daughter's school before references are requested, in line with GSA protocol. Pupils cannot be accepted into Tudor Hall if there are outstanding financial obligations to the previous school.

5.11 Details of scholarships and bursaries are available on the School website or, alternatively, contact the Admissions team on 01295 263434 or admissions@tudorhallschool.com to obtain further information.

5.12 In all cases parents will be asked to sign the Acceptance Form, submit a copy of their child's passport or birth certificate and pay the relevant deposit to confirm the place. If a place is subsequently given up with less than one term's notice parents will be liable to pay a full term's fees in lieu of notice unless the place can be filled.

Deposits (refundable when the child leaves school and a term's notice has been received, with the exception of Year 6 and the Upper Sixth).

Carrdus:	£500
Tudor:	£1,000

6 SIBLING POLICY

Most siblings wish to join at Carrdus and sisters join us at Tudor. However, admission is not automatic and there may be occasions where the School judges that a sibling is likely to thrive better in a different academic environment.

7 SCHOLARSHIPS

7.1 Tudor Hall offers scholarships and awards to encourage pupils to join the school who will substantially contribute to the overall achievements of the school and who will benefit personally from what we are able to provide.

7.2 Please refer to the Scholarship Policy, available on the School's website, or alternatively contact the Admissions team, on 01295 263434 or admissions@tudorhallschool.com to obtain further information.

7.3 A scholarship may be withdrawn in accordance with the terms upon which such an award is made or in accordance with the School's Terms and Conditions.

7.4 Purpose of Scholarships

7.4.1 Scholarships are designed to reward excellence and to celebrate exceptional talent. Parents wishing to submit an application for a Scholarship are asked to complete an application form which is available on the School's website. Details of the arrangements will be sent to all who express an interest.

- 7.4.2 We encourage parents of scholars who anticipate that they will experience difficulty in meeting the balance of the tuition fees to apply (at the same time on registration of their child) for one of the School's means tested bursaries (see Section 8).
- 7.5 Academic Scholarships
- 7.5.1 Candidates for academic scholarships are selected from the most outstanding performers in the entrance examinations in conjunction with an interview with a senior member of staff.
- 7.5.2 Scholarships are held for the duration of a pupil's time at the School, provided their conduct is satisfactory. Further scholarships are offered to entrants to Year 9 and Year 12.
- 7.6 Creative Arts Scholarships – Art, Design Technology and Textiles
- 7.6.1 Candidates who apply for creative art scholarships are selected from candidates who demonstrate a high level of skill and independent interest in one of Tudor's creative arts subjects. They will be assessed and interviewed by the Head of Art/DT/Textiles and will be expected to demonstrate high levels of achievement, enthusiasm and future potential. They will be expected to contribute to the artistic life of Tudor throughout their time at the School.
- 7.6.2 Creative art scholarships will only be awarded to pupils who have passed the School's entrance examination.
- 7.6.3 Scholarships are held for the duration of a pupil's time at the School, provided their conduct is satisfactory.
- 7.7 Dance Scholarships
- 7.7.1 Scholarships are awarded to candidates who demonstrate a genuine love for dance and movement and who show creativity and commitment to the subject with excellent physical and interpretative skills. They will be assessed and interviewed by the Head of Dance and will be required to take part in a technical dance class, to present a prepared performance piece in any dance style of the candidate's own choreography, and perform a short, improvised sequence. They will be expected to contribute to the performing arts at Tudor throughout their time at the School.
- 7.7.2 Dance scholarships will only be awarded to pupils who have passed the School's entrance examination.
- 7.7.3 Scholarships are held for the duration of a pupil's time at the School, provided their conduct is satisfactory.
- 7.8 Drama Scholarships
- 7.8.1 Drama scholarships are awarded to candidates who display a talent for acting or technical elements of Drama in both lessons and the co-curriculum. They will be assessed and interviewed by the Head of Drama and will be required to take part in a voice class and a movement workshop, to work alone and in a group under directorial intervention and to present a dramatic piece chosen by Tudor Hall, learnt and prepared beforehand. They will be expected to contribute to the performing arts at Tudor throughout their time at the School.
- 7.8.2 Drama scholarships will only be awarded to pupils who have passed the School's entrance examination.
- 7.8.3 Scholarships are held for the duration of a pupil's time at the School, provided their conduct is satisfactory.

7.9 Music Scholarships

7.9.1 Music scholarships are awarded to talented musicians with at least a Grade 3 in one instrument (including voice). Music scholars are expected to demonstrate commitment to and a strong work ethic in music, by participating in co-curricular music activities and making a full contribution to music in school. They will be required to perform short pieces on one or two instruments and the audition will include aural and sight - singing tests. They will also be interviewed by the Director of Music or a member of the music department.

7.9.2 Music scholarships will only be awarded to pupils who have passed the School's entrance examination.

7.9.3 Scholarships are held for the duration of a pupil's time at the School, provided their conduct is satisfactory. Further scholarships are offered to entrants to Year 9 and Year 12.

7.10 Sports Scholarships

7.10.1 Sport scholarships are awarded to outstanding, all-round individuals who are outstanding in one sport or have achieved a high level of competence in three school sports. They will be assessed and interviewed by the Director of Sport and will be expected to demonstrate qualities of leadership and team play of a very high order. Candidates will be required to provide a specialist reference from their current Director of Sport. They will be expected to contribute to the sporting life of Tudor throughout their time at the School.

7.10.2 Sports scholarships will only be awarded to pupils who have passed the School's entrance examination.

7.10.3 Scholarships are held for the duration of a pupil's time at the School, provided their conduct is satisfactory. Further scholarships are offered to entrants to Year 9 and Year 12.

8 MEANS TESTED BURSARIES

8.1 Tudor Hall's bursary programme is designed to enable as many as possible of those who meet Tudor Hall's entry criteria to take up a place here. The School offers means tested awards annually to entrants at the usual points of entry to Tudor Hall, where the parents have indicated on the Registration Form that they require financial support. Bursaries are means tested in accordance with the criteria published on the School's website. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need; but can extend to full fee remission in cases of proven need.

8.2 Bursaries are always offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the School. Levels of support may vary with fluctuations in income or wealth.

8.3 Bursaries are only offered to families who are permanently resident in the UK.

8.4 The School's practice is to allocate its entire available bursary funding on entry. The School's expectation is that parents who do not choose to apply for a bursary at the time that their child is being assessed will not require financial support throughout the time that their child attends the School, except in wholly unforeseen circumstances.

8.5 Our Bursary policy can be viewed on our website or can be obtained from the Admissions team.

- 8.6 A bursary may be withdrawn in accordance with the terms upon which such award is made or in accordance with the School's Terms and Conditions.

9 INTERNATIONAL APPLICANTS

- 9.1 We welcome international pupils, who wish to study at Tudor Hall as boarders provided that every pupil has an approved relative or AEGIS registered Guardian, more details of which are contained in the School's Terms and Conditions.
- 9.2 Registration forms for international applicants are available from the Registrar or from the school website. The International Registration Form should be completed and returned along with a fee of £300, a copy of the girl's current passport and a recent school report.
- 9.3 Once a registration form has been received candidates will be required to sit entrance papers either at their current school, or through a local agent. Assessment will be in mathematics and English. For Sixth Form applications they will be required to sit papers appropriate to subject choice for A Levels. Candidates for the Sixth Form will also have an interview with the Deputy Head Academic/Head of Sixth Form either at Tudor Hall or via video call.
- 9.4 Parents and candidates are encouraged to visit Tudor Hall.

10 RELIGIOUS BELIEFS

- 10.1 Both Carrdus and Tudor Hall welcome applications from prospective pupils of all faiths and no faith.
- 10.2 Both schools are Anglican Schools and have a Chaplain resident on site at Tudor Hall. We expect all our pupils to attend assemblies and services, which are fundamental to our ethos.

11 SCHOOL'S TERMS AND CONDITIONS

Copies of the School's Terms and Conditions will be provided with the offer and are available to parents on the website.

12 COMPLAINTS

Both Schools hope that parents and pupils do not have any complaints about the School admissions process, but copies of the Schools' Complaints Procedure are available on our website and can be sent to parents on request.

Written by Headmistress: January 2022

Updated by Director of External Relations: May 2023

Approved by Board of Governors: 21 June 2023