

## ADMISSIONS POLICY

### 1. INTRODUCTION

Tudor Hall is a full boarding and day school for girls aged 11–18. Deciding on the right school for your child is very important and we believe that a personal visit is invaluable. 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, and we very much hope that you and your daughter will visit Tudor Hall. We are also happy to welcome prospective parents and their child/children at other times.

### 2. THE ENTRY PROCEDURE

- 2.1 Tudor Hall is an academically selective school. 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 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
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 **£200**.

### 3. EQUAL TREATMENT

- 3.1 Tudor Hall aims 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 Concessions Policy.
- 3.2 Tudor Hall is 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 to make its selection procedure equally accessible to all candidates regardless of religion, ethnicity, disability or background.

## 4. SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

- 4.1 Tudor Hall does 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 health needs to discuss their child's requirements with the School prior to registration. 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 is looking for well-rounded pupils with sufficient ability, potential and interests that stretch beyond the confines of the academic curriculum. The School has 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 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 be asked to complete a creative writing exercise. 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.
- 5.4 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 candidate's current school and they will have an interview with either the Deputy Head (Academic) or the Head of Sixth Form.
- 5.5 We take school references and interview all candidates as part of our assessment process for each age group.
- 5.6 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.
- 5.7 For entry into the School from another secondary school, parents are advised that they should indicate their interest in Tudor Hall to the Head of their daughter's current 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.
- 5.8 Details of scholarships are available on the School website or, alternatively, contact the Admissions team on 01295 263434 or [admissions@tudorhallschool.com](mailto:admissions@tudorhallschool.com) to obtain further information.

- 5.9 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.
- 5.10 Deposits (refundable when the child leaves school and a term's notice has been received, with the exception of the Upper Sixth).

**Tudor Hall:** £1,000  
**International:** One term's fees

## 6. SIBLING POLICY

- 6.1 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

- 5.11 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.
- 5.12 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](mailto:admissions@tudorhallschool.com) to obtain further information.

## 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. For further information, please see the 'Transformational Bursary Policy'.

## 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 BSA 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 **£400**, 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. 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 Tudor Hall welcomes applications from prospective pupils of all faiths and no faith.
- 10.2 Tudor Hall is an Anglican school. We expect all our pupils to attend assemblies and services, which are fundamental to our ethos.

## 11. SCHOOL'S TERMS AND CONDITIONS

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

## 12. COMPLAINTS

- 12.1 Tudor Hall hopes that parents and pupils do not have any complaints about the School admissions process, but a copy of the Complaints Procedure is available on the website and can be sent to parents on request.

## 13. REVIEW

- 13.1 This policy will be reviewed every three years by the Director of External Relations unless an interim review is required.

Reviewed by Director of External Relations: January 2025

Approved by Board of Governors: June 2023

Reviewed by Director of External Relations: May 2023

Reviewed by Headmistress: June 2022