



IPSWICH HIGH SCHOOL

WOOLVERSTONE HALL  
SUFFOLK, ENGLAND

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# Admissions Policy

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2023 – 2024

## Admissions Policy

***Ipswich High School is a proprietorial school owned by Ipswich Education Limited (IEL), whose Board has the legal responsibility to ensure that all regulatory requirements are met. This means that the Proprietorial Board has a role that is different to many independent schools. It is the role of the Proprietorial Board to provide the school with strategic guidance and oversight. The Proprietorial Board, therefore, have powers of scrutiny and are enabled to make recommendations for change and improvement. The Proprietorial Board are supported by voluntary advisors who will offer their advice as a “critical friend”. Board meetings are held every term.***

The policy was ratified by the proprietorial board on the 7<sup>th</sup> February 2023.

Ipswich High School is committed to equal opportunities in education. No pupil at, or applicant to the school, shall receive any more or any less favourable treatment on the grounds of race, nationality, colour, ethnic or national origin, sexual orientation, religion, or creed. Admissions to the school will adhere to our [Equal Opportunities Policy](#). Admission is dependent on achieving an acceptable standard in an assessment or examination appropriate to the age group and academic pace of the school. Such examinations and tests are expected to be free of bias, as set out in the Equal Opportunities Policy. For equal opportunity the admissions register will note the full list of key characteristics including: gender, pregnancy or maternity, race, religion and belief, cultural background, linguistic background, sexual orientation, gender reassignment, SEN and disability.

This policy is applicable to all pupils, including those in the EYFS.

### **The admissions policy of the school is that:**

- The school shall be open to all pupils considered by the Head to be capable of benefiting from the education provided at the school and of contributing fully to the life of the school (as more particularly described below);
- Admission is dependent on achieving an acceptable standard in an assessment or examination appropriate to the age group and academic pace of the school. Such examinations and tests are expected to be free of bias, as set out in the Equal Opportunities Policy;
- Due consideration should however be given to educational experience in assessing pupils' achievement of an 'acceptable standard', and to maximising access for pupils to whom the school can add value;
- In relation to the nursery and the preparatory school, candidates will be admitted who are considered likely to progress through the usual pathways for pupils attending the school. In most cases in the all-through context, this will be the standard required to enter the prep school, or senior school in due course, or to follow a range of complementary transfer routes;
- In relation to the senior school, candidates will be admitted who are likely to

- qualify for further education at post 16;
- In relation to the sixth form, entry is governed by the school's published criteria. Candidates are to achieve a minimum of six GCSEs at grade 7 or above.
- We do not provide feedback on either our admissions process or our admissions decision.

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## 1 Admissions Register

An admission register must be kept by law. IHS keep this data in SIMS and can be accessed by only authorised staff members.

The admission register must contain an index, in alphabetical order, of all the pupils at the school, recording for each pupil their:

- name in full
- birth gender
- date of birth
- name and address of every person known to be a parent of the pupil
- a note of who has custody of the pupil and the telephone number/s, on which the parent/responsible adult can be contacted in an emergency
- day, month and year of admission, departure, or re-admission
- name of the school last attended/future school to be attended, if known.
- name of destination school and the start date, if a pupil leaves our school.

It is advisable that admission registers should be stored indefinitely. Under the Data Protection Act 1998 pupil records should only be preserved for as long as is necessary. The school would normally be advised to retain information for as long as is needed to be able to defend any legal claim brought by a pupil. This would usually be six years from when they left the school or six years after their eighteenth birthday (whichever is longer). If there are specific problems or issues, it may be advisable to retain it for longer – schools should refer to government guidance on Data Protection. Following current ISI advice the Admissions Register will be stored for three years from the end of the school year in question.

## 2 Sixth Form Entry

All students in our Year 11 are automatically awarded a place in our Sixth Form. (\*subject to satisfactory grade attainment meaning that their chosen course can be accessed).

External students are admitted based on their GCSE results, Headteacher's report, and interview. Entry is governed by the school's published criteria. These include, typically, 6-8 good grades at GCSE and specified GCSE grades (7-9) in subjects chosen for A Level study. Students normally have achieved a minimum of six GCSE passes at grade 7 or above, including English and Mathematics.

We offer Sixth Form entry scholarships, all details of which are published on our website. Any student or applicant can apply; internal and external applicants are welcomed and are awarded on the basis published on the website.

External candidates must provide certification of their GCSE results to the Head immediately following the publication of the results.

### 3 Senior School Entry

#### Entrance into Year 7

- Selection for entrance is by examination. Papers are set in English and Mathematics.
- Candidates are required to reach a minimum standard in Mathematics and English.
- Places are offered to qualifying candidates in rank order of performance in Mathematics and English. Both subjects have equal weighting.
- Academic Scholarships are available to the highest achievers in Mathematics and English in the entrance examination. Awards are more than likely to be 10% of the fees.
- Specialist scholarships (art, drama, dance, music and sport) can be awarded of up to 10% of the full fees and are awarded on the basis of an audition and/or interview. Candidates are, in addition, required to reach a satisfactory standard in the entrance examination.
- In the event of oversubscription for the year group the following hierarchy will be applied.
  - Existing pupils of IHS moving from the prep school into the senior school will be offered a place (except for any pupil who received a conditional offer on entry to the school).
  - Siblings of existing pupils within the school.
  - External applicants who have satisfied the entry criteria will be offered a conditional place, subject to sufficient capacity within the year group and will have their applications accepted in the order in which they are returned until all places are filled.

#### Entrance into Year 9

- We offer external scholarships for entry to Year 9. These are offered in academia, art, dance, drama, music, sport. Academic Scholarships are available to the highest achievers in Mathematics and English in the entrance examination. Awards are more than likely to be 10% of the fees. Candidates are, in addition, required to reach a satisfactory standard in the entrance examination.
- Current students will have Year 9 scholarships conferred by the Head, rather than being able to apply.
- Academic Scholarships are available to the highest achievers in Mathematics and English in the entrance examination. Awards are more than likely to be 10% of the fees.
- Specialist scholarships (art, drama, dance, music, and sport) can be awarded of up to 10% of the full fees and are awarded based on an audition and/or interview. Candidates are, in addition, required to reach a

satisfactory standard in the entrance examination.

- Selection for entrance is by examination. Papers are set in English and Mathematics.
- Candidates are required to reach a minimum standard in Mathematics and English.
- Places are offered to qualifying candidates in rank order of performance in Mathematics and English. Both subjects have equal weighting.

## **4 International Admissions**

With the general admissions policy in mind, the international admissions policy is that:

- The school will offer Child Student Visa support (previously Tier 4) to candidates of the right age and gender to enter the school and the boarding house, where candidates have passed the necessary testing and we consider them then able to access education at the correct level.
- We will consider Child Student Visa support to day students if we are able to satisfy our Duty of Care regarding their living arrangements.
- We accept boarders from Year 7 age and above and in line with the gender requirements of the school.
- The school shall be open to all pupils considered by the Head to be capable of benefiting from the education provided at the school and of contributing fully to the life of the school (as more particularly described below);
- Admission is dependent on age and gender in line with the availability of places in our boarding house/s, and achieving an acceptable standard in an assessment or examination appropriate to the age group and academic pace of the school. Such examinations and tests are expected to be free of bias, as set out in the Equal Opportunities Policy;
- Due consideration should however be given to educational experience in assessing pupils' achievement of an 'acceptable standard', and to maximising access for pupils to whom the school can add value;
- In relation to the preparatory school, we do not offer boarding places to those under Year 7 entry age.
- In relation to the senior school, candidates will be admitted who are likely to qualify for further education at post 16;
- In relation to the sixth form, entry is governed by the school's published criteria. Candidates are to achieve a minimum of six GCSEs at 7 grade and above or equivalent as seen via our internal testing or comparable international standardized tests.

## **5 Entrance to Year 8, Year 10 & Year 11**

Students can be admitted to any year group if there are vacancies. Entrance is by examination, current Headteacher's report and an assessment of recent work. Examination papers are set in English and Mathematics.

## **6 Entrance to Senior School from the Prep School**

The expectation is that Prep School pupils will proceed to the Senior School. Should the standard of work indicate that a pupil would have difficulty in coping with the work in the Senior School, this will be indicated to parents as early as possible, usually by the beginning of Year 5 and options will be fully discussed with parents. Students are offered a place in Year 7 during the summer term of Year 5, however, they sit the entrance examination along with all other applicants, in order to fairly allocate academic scholarships and assist with setting.

## **7 Prep School Entry**

Candidates will be admitted who are considered likely to progress through the usual pathways for pupils attending the school. In most cases in the all-through context, this will be the standard required to enter the senior school in due course, or to follow a range of complementary transfer routes.

### **Nursery**

The school does not accept pupils under the age of three.

Children are welcomed into the Nursery at the age of three, provided they are toilet trained. There is no formal assessment although all applicants are asked to undertake a taster session before formal offers are given.

### **Reception (rising 5)**

Candidates are assessed in a play situation to make the experience as enjoyable as possible. The individual and group activities are designed to assess fine and gross motor skills, manipulative skills, shape recognition, vocabulary, and social skills. Pupils from our Nursery are admitted automatically to Reception.

### **Years 1 and 2**

A candidate spends a day with their peers so that the class teacher can assess development in literacy, numeracy, and social skills. Their current Headteacher is asked to complete a brief report.

### **Year 3, Year 4, Year 5 and Year 6**

Candidates take tests in Maths, English, Verbal Reasoning, and Reading Assessments. Their current Headteacher is asked to complete a brief report.

## **8 Whole School**

Candidates and their parents are invited to attend any of our Open Events when they can meet the Head/s, staff and pupils, tour the school, and ask questions. We

also invite families to tour the school and meet the Head/s, by private appointment, during a normal school day.

The child's current Head Teacher is asked to complete a brief report regarding the applicant's academic performance and potential, the child's interests and any factors which may affect their school life.

In the event of oversubscription for any year group the following hierarchy will be apply.

- Existing pupils of IHS moving from the prep school into the senior school will be offered a place (except for any pupil who received a conditional offer on entry to the school).
- Siblings of existing pupils within the school provided they reach the minimum standard required for entry.
- External applicants who have satisfied the entry criteria will be offered a conditional place, subject to sufficient capacity within the year group and will have their applications accepted in the order in which they are returned until all places are filled.

Bursaries are not available.

No pupil may start at Ipswich High School unless their parents/guardians have signed and returned the school's parent contract and paid the requisite deposit.

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|---------------------|----------------|
| Policy Written:     | November 2000  |
| Last Updated:       | September 2023 |
| Person Responsible: | Registrar      |
| Next Review:        | August 2024    |

Ratified by Chair of the Proprietorial Board

Signature: -----

Mr Jamie Smith

Date: -----