



IPSWICH SCHOOL

Ipswich School Admissions Policy

GENERAL

Ipswich School is a co-educational independent School for pupils from ages 11 to 18. The School has 775 pupils, circa 100 of whom are boarders. 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 Ipswich School. We usually hold a number of open events in the autumn term, which give a general introduction to the School. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact the School's Admissions Department on 01473 408328 or email admissions@ipswich.school to arrange a visit. If it is not possible to hold open events or arrange School visits because of circumstances beyond the School's control, then the School publishes on its website the alternative arrangements in place.

THE ENTRY PROCEDURE

Ipswich School is an academically selective School. Selection is based upon academic merit which is assessed through an entry examination, depending on the year group, an interview at the School, references and other relevant information from the candidate's previous School. Our selection process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the School.

The usual points of entry are at Year 7, Year 9 and Year 12. We admit approximately 70 pupils a year at Year 7, 20 pupils at Year 9 and 35 pupils at Year 12. The School may also have occasional places in other year groups. Please contact the Admissions Department for details.

Applicants for admission should register during autumn term of the year preceding the desired year of admission. The School's Registration Form is available on the School's website.

EQUAL TREATMENT

Ipswich School's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. We are mindful of our obligations under the Equality Act 2010 during the Admissions Process. This enriches our community and is vital in preparing our pupils for today's world. Bursaries can be considered in order to make it possible for a small number of applicants who meet the School's admission criteria to attend the School. The School's provision for bursaries is described below.

Ipswich School is committed to equal treatment for all, regardless of a candidate's gender, race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background.

INFORMATION SHARING

We require parents to inform the School at the outset of the application process about any needs which their child may have or any other significant matters which the School should reasonably be aware of because, for example, it would necessitate tailored provision and/or would materially impact on their child's attendance at School and/or ability to engage in day-to-day School life. The School may wish to discuss these matters with the parents and/or require some further information.

Parents must ensure that information provided is accurate, complete and not misleading and relevant details and information (or changes to them) are shared in a timely and transparent manner.

A failure to disclose relevant information and/or the provision of inaccurate, incomplete or misleading information may - in some cases - lead to the withdrawal of an offer or termination of the School's Parent Contract.

SPECIAL EDUCATIONAL NEEDS

Ipswich School does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, provided we can reasonably offer them any support that they require and cater for any additional needs and that our site can accommodate them. We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

Our policy is to apply our admission criteria to all potential pupils. We require parents of children with special educational needs, disabilities or allergies (suspected and diagnosed) to discuss their child's needs with the School at the outset of the admissions process so that we can consider and make – to the extent reasonable – appropriate provision for them.

Parents are required to provide with the Registration Form full details of all relevant information about their child, including any reports (including any educational psychologist reports, medical reports or assessments or other relevant expert third party reports), materials or information about their child's needs (educational, health or otherwise), and this may include any final or draft EHC needs assessments (or applications for a needs assessment) or final or draft EHC Plans (or applications for an EHC Plan). This is so that the School can assess their child's needs and consult with parents about any adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to meaningfully access the education offered and that we are able to ensure their health and safety, and the health and safety of others. This information should be provided prior to the admissions assessment process.

Where parents of a prospective pupil feel their child requires adjustments (in respect of the admissions process and/or with regards to education at School and participation in School life in the event they are offered and take up a place at the School), parents should raise these with the School at the outset and the School may – depending on the circumstances - require some further information from parents or request further assessments in respect of the needs identified and will

discuss with parents (and their child's medical advisers, if appropriate) the adjustments proposed and whether they can reasonably be made for the child if they were to become a pupil at the School.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's special educational needs and/or disability. For example, if, despite reasonable adjustments (in the case of disability), we feel that a prospective pupil is not going to be able to meaningfully access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, or where the School cannot reasonably accommodate the adjustments required or reasonably provide the nature or level of the support required.

Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and the pupil starting at the School. The School requires parents to be pro-active in updating the School as to any changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the School. However, the School may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming and transparent in their communications with the School about any material change to their child's circumstances.

In the event your child has an EHC needs assessment or EHCP (whether at the application stage, draft or final form) it is important that these (and the applicable supporting documentation, e.g. educational psychologist reports or other expert assessments) are shared promptly with the School and that the School is kept up to date with respect to any relevant decisions of the Local Authority or changes in provision.

THE ASSESSMENT PROCESS

The aim of the process is to identify potential. Ipswich School is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with 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.

No specific preparation for our entrance tests is needed; all candidates start on an equal footing, with identical opportunities to display their academic aptitude and co-curricular skills.

Candidates for entry (below Year 12) sit papers in English, Maths and Non-verbal Reasoning, which are designed for their age group or alternatively for Year 9 entry, have succeeded in the Common Entrance examination in Year 8.

For candidates applying at Year 12, our offer of a place is conditional upon a candidate achieving a minimum of 6 Grade 6s at GCSE, including Grades 7 in the subjects proposed for study at A-Level (Grade 8, if these subjects are Maths or a Science).

The dates for the assessment process for the current year are published on our website, together with the dates that results are posted to families and the closing date for acceptances.

References will be sought from the Head of a candidate's current School as part of the assessment process.

SIBLING POLICY

Admission for siblings 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.

SCHOLARSHIPS

Ipswich School offers scholarships for Year 7, 9 and 12 entry for excellence in:

- Academic subjects
- Music
- Sport
- Art
- All rounder (Year 9 and 12 entry only)

A scholarship may be withdrawn in accordance with the terms upon which such award is made or in accordance with the School's Parent Contract.

Purpose of Scholarships

Scholarships are designed to reward excellence and to celebrate exceptional talent. In recognition of this achievement, the scholar is offered a reduction in the fees throughout their time at Ipswich School. Parents are asked to indicate on the Registration Form whether they are interested in applying for a scholarship. Details of the arrangements will be sent to all who express an interest.

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 as registration of their child) for one of the School's means-tested bursaries described below.

Academic Scholarships

Candidates who apply for academic scholarships for Year 7 entry are invited back for an assessment the week after entrance tests. Year 9 academic scholarship applicants sit additional entrance exams. Year 12 academic applicants are invited for an assessment in November.

Scholarships are held for the duration of a pupil's time at the School, provided their conduct is satisfactory.

Music Scholarships

Music scholarships are awarded to outstanding musicians who play any instrument or sing with exceptional ability. Candidates must obtain a specialist reference from their current head of music in addition to a reference from their current Head. They will be required to perform 2 short pieces, together with aural and practical tests. There will also be interviews with the Director of Music, or a member of the music department. They will be expected to demonstrate enthusiasm for and

commitment to music and will be expected to make a contribution to the musical life of the School throughout their time at the School.

Sports Scholarships

Sports scholarships are awarded to outstanding, all-round pupils who have achieved a high level of competence in a focus sport. They will be assessed 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 make a contribution to the sporting life of the School throughout their time at the School.

BURSARIES

Ipswich School's bursary programme is designed to make it possible for children who meet Ipswich School's entry criteria to take up a place here. The School offers means-tested awards annually to a small number of entrants at Year 7, 9 and 12 entry, where the parents have indicated on the Registration Form that they require financial support. Bursaries are means-tested in accordance with the criteria published in the School's Means Tested Bursary Policy. 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. Before the offer of a bursary is confirmed, an external assessor appointed by the School will normally visit the family at their home.

Bursaries are 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.

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.

Our bursary policy can be viewed on our website or can be obtained from the Admissions Department.

A bursary may be withdrawn in accordance with the terms upon which such award is made or otherwise in accordance with the School's Parent Contract.

FINANCIAL INFORMATION

Any applicant for a place at the School, including those who apply for bursary support and overseas applicants, may at the discretion of the School be required to provide additional financial information and/or undergo checks to confirm that they are able to pay the School's fees (or any percentage of the fees still payable if a bursary or scholarship is granted).

OVERSEAS APPLICANTS

We welcome overseas pupils, who can study at Ipswich School as a boarder provided that they have the legal right to enter, live and study in the UK. The School is able to sponsor boarding pupils, in

order for them to obtain a child student visa. Overseas students will require a nominated Guardian, more information can be found in our Guardian Policy.

FLUENCY IN ENGLISH

In order to cope with the academic and social demands of Ipswich School, pupils must be proficient English speakers. Tuition in English as an Additional Language (EAL) can be arranged during the week and on Saturdays, for boarding pupils.

RELIGIOUS BELIEFS

Ipswich School welcomes applications from prospective pupils of all faiths and of no faith.

Although Ipswich School has Christian roots, the School does not select for entry on the basis of religious belief, and it offers the opportunity for everyone to practise their own faiths.

SCHOOL'S TERMS & CONDITIONS (PARENT CONTRACT)

The terms upon which the School educates each pupil are set out in the School's Parent Contract which are on the School's website and will be made available to parents as part of the admissions process.

COMPLAINTS

The School's Complaints Procedure is on the School's website and can be sent to prospective parents on request. The Complaints Procedure is not available for use by prospective parents.

RECORDS AND REVIEW

Applicants' details will be held on file with due regard to data protection legislation. Please see the School's Privacy Notice for further information about how the School collects, uses and processes personal data.

The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose. Reasons to retain personal data for longer might include: e.g. if the parents express an interest in the candidate re-applying for any reason at a later date; or to deal with any ongoing matters or queries arising from the application.

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