

Effingham Schools Trust Admissions Policy

Applications for admissions will be considered from parents and guardians who are in sympathy with the aims and the ethos of the schools and whose child will benefit from the academic curriculum. Effingham Schools Trust (Cranmore, Manor House and St Teresa's) welcome Catholic, Christian, non-Christian children and those of no faith.

The schools are selective and offers are made based on entrance assessments, interviews and the current Headteacher's reports/references.

The main points of entry to the schools are Pre-Nursery (age 2+) Nursery (age 3+), Reception, Year 3, Year 7 and Year 12. Places are reserved in the Senior School for Year 7 entry to all Prep School pupils providing the Senior School can meet the educational needs of the child. Assessment for Year 7 entry takes place in the November of Year 6. Places are reserved at Manor House school for Year 3 entry for all Year 2 Cranmore girls.

Priority for entry to Sixth Form is given to Manor House and St Teresa's Year 11 pupils and, from September 2025, will be given to Cranmore, Manor House and St Teresa's Year 11 pupils for the new co-educational Effingham Schools Trust Sixth Form. Pupils must have a satisfactory behaviour and work record. A number of places are available for external candidates, which are offered during Year 11, subject to GCSE grades, interviews and school report from their current Headteacher.

All pupils admitted to the schools, and their parents/guardians, are expected to be supportive of the Catholic ethos of the school. Listed below are the various prioritised categories for places; however, there is no fixed weighting or ranking given in relationship between categories:

- Siblings
- Pupils in Cranmore or St Teresa's Preparatory School
- Academic ability
- Boarders
- Catholic

The more criteria met, the greater the priority for the place.

The following criteria (in no particular order) will be borne in mind when considering an applicant:

- Can the school meet the educational needs of the child within the context of the resources available?
- Are the parents sympathetic to the aims and ethos of the school – as expressed in the curriculum, the extra-curricular activities provided and the religious values at the heart of the school?
- Does it appear that the child will be happy?

Where waiting lists operate for places into a particular year group, the admissions criteria above will apply when selecting a child, should a vacancy occur.

The current assessment process is set out in the Admissions Process (Appendix 1). The assessment process will normally include, for example, a trial session, entrance examination and a report/reference from the current Headteacher. The Headteacher of your child's current school will be notified before the entrance examination is sat. All additional needs must be disclosed at the point of filling in a registration form. Failure to do so may result in the withdrawal of the child's place.

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Endorsed and Accepted: Pastoral Committee Meeting May 2022

Updated : 26th August 2023 (VLO AC)
Next Review: June 2024

Appendix One:

Admissions Process – St Teresa’s Senior School

Admissions

Applications for entry to St Teresa's can be made for girls at age 11 or 13 and in the Sixth Form. Places for girls at age 12 or 14 also, occasionally, become available.

Admissions Process

The admissions process normally begins at least a year prior to entry, with prospective parents and pupils attending an Open Morning and / or having an individual tour of the school and a meeting with the Headmistress.

Parents who would like their daughter to be considered for a place complete a registration form and are asked to pay a non-refundable registration fee. Formal entry examinations for all girls at age 11 take place in mid November (prior to entry the following September).

Scholarships

Academic Scholarships are awarded at age 11+ and 13+ based on performance in the entrance examinations. Academic scholarships at 16+ are awarded on the basis of academic distinction demonstrated in the Sixth Form Academic Scholarship examinations which are completed in the Autumn Term of Year 11.

Scholarships are also awarded for Art, Drama, Music and Sports. It is expected that girls who have been awarded scholarships in these areas fully engage in the extra-curricular life of the school.

Sixth Form

Sixth Form applications may be made at any stage. A request for a written reference, together with predicted GCSE grades, is made from the applicant's present school when a registration form is received. An offer may be made based on these predicted grades and reference. Scholarship Examinations take place in the November prior to entry the following September and offers are made in December.

Criteria for admission

Girls are offered a place following the satisfactory completion of examination papers set by the school and receipt of a written confidential report (including predicted GCSE grades for Sixth Form entry) from the Head of their present school. The Headmistress is entitled to take into account any particular attribute of the girl that suggests she may benefit from the general ethos of the school or has a significant contribution to make to the life of St Teresa's.

St Teresa's welcomes applications from pupils of all abilities, including those with very mild learning difficulties. The Headmistress is also entitled to refuse admission to a pupil with special educational needs if it is felt that the school does not have the provision to assist with those needs.

St Teresa's is a highly popular, over-subscribed school. Refer to the Admissions Policy for further details.

Overseas applications

St Teresa's is an inclusive school and encourages pupils to join from countries other than the UK. Pupils sit entrance exams in Mathematics and English or English as an Additional Language.

Additional needs during the entrance assessment

Before a prospective pupil sits the entrance examinations, parents are asked to disclose (on the registration form) whether their daughter has a disability, special educational need or medical conditions. If this is the case, the school may request additional information and the school may need to take further specialist advice. This in turn, may lead to the request for additional testing/assessments.

The school will be sensitive to any issues of confidentiality. Based on the information given, the school is committed to make reasonable adjustments that will enable the prospective pupil to do their entrance assessment (subject to the school having the provisions to assist with those needs) and to comply with its legal and moral responsibilities as well as the inclusive nature of the Catholic ethos of the school.

Bursaries

St Teresa's has a policy of encouraging applications from any pupil who would benefit from a place at the school. As part of widening access, bursaries are available at all points of entry and may be up to 50% fees. Means-tested application forms are available from Mrs Norris, Financial Accountant on bursaries@effinghamschools.org

Academic Bursaries – Sixth Form

Means-tested bursaries are available for girls in the Sixth Form. These can be up to 50% fees.

Armed Forces Discount

Pupils who have a parent serving in the armed forces are eligible for a 10% discount on the fees. Serving personnel should be aware that they can apply for MOD and Foreign Office boarding school allowance under certain criteria.

Siblings

A reduction on fees is offered from Reception upwards (for the second and subsequent children) when two siblings or more are at St Teresa's and/or Manor House and/or Cranmore at the same time. This is 10% discount on the second child, 15% for the third and 20% on the fourth and subsequent children.

Reviewed: 26 August 2023 VLO AC ,2 May 2022 CMS ACH VLO; 14 August 2019 AC CMS VL, 3 August 2020 ACH CMS VLO, 23 August 2021 ACH CMS VLO,

Next Reviewed: June 2024

Admissions Process – St Teresa’s Preparatory School

The admissions process normally begins at least a year prior to entry, with prospective parents and pupils attending an Open Morning and/or having an individual tour of the school and a meeting with the Headteacher.

Parents who would like their daughter to be considered for a place complete a Registration Form and pay the non-refundable Registration Fee. This should be done after the first visit and prior to the Welcome Day.

The first visit involves a meeting with the Headteacher and a tour of the school. Next, each child is invited to spend a Welcome Day in school during which she is assessed, and the results of the assessment are communicated to the parents. At this time, a report will be requested from the student’s present school.

St Teresa's welcomes applications from pupils of all abilities, including those with very mild learning difficulties. The Headteacher is also entitled to refuse admission to a pupil with special educational needs if they feel the school does not have the provision to assist with those needs.

Upper Prep (Years 3-6)

Girls seeking a place in Year 3 will be invited for a tour of the school with their parents and will have an informal interview with the Headteacher. We will also require a copy of their most recent school report.

Girls seeking a place in Years 4, 5 and 6 spend a Welcome Day at the Prep School. We ensure that they are given an opportunity to socialise with their peers, have lunch and enjoy other classroom and social activities. At this time those seeking places in Years 5 and 6 are also given formal assessments in Mathematics and English.

There will be an opportunity on the Welcome Day to meet with the Headteacher, who would also expect to view the pupil’s most recent school report prior to assessment.

Additional needs during the entrance assessment

Before a prospective pupil comes for the Welcome Day, parents are asked to disclose (on the registration form) whether their daughter has a disability, special educational need or medical conditions. If this is the case, the school may request additional information and the school may need to take further specialist advice. This in turn, may lead to the request for additional testing/assessments.

The school will be sensitive to any issues of confidentiality. Based on the pupil information given, the school is committed to make reasonable adjustments that will enable the prospective pupil to do their entrance assessment (subject to the school having the provisions to assist with those needs) and to comply with its legal and moral responsibilities as well as the inclusive nature of the Catholic ethos of the school.

Acceptance

On acceptance of a place, parents are asked to complete a Form of Acceptance and pay a deposit which is refundable when the student leaves the Effingham Schools Trust.

Registration Forms

Forms are available to download from our website (www.st-teresas.com) or from Annabel Charles, Director of Admissions, on 01372 750204 or by email to a.charles@effinghamschools.org

Armed Forces Discount

Girls who have a parent serving in the armed forces are eligible for a 10% discount on the fees. Serving personnel should be aware that they can apply for MOD and Foreign Office boarding school allowance under certain criteria.

Siblings

A reduction on fees is offered (for the second and subsequent children) when two siblings or more are at St Teresa's and/or Cranmore, and/or at Manor House at the same time. This is 10% discount on the second child, 15% for the third and 20% on the fourth and subsequent children.

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