

ADMISSIONS POLICY

General

Tring Park School for the Performing Arts is a co-educational independent day and boarding school for pupils from ages 7 to 19. Overall numbers are managed by maintaining an effective mix of the students on each course, the number of residential and day students, and the size of each year group.

We usually hold a number of open days 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 Registrar by email registrar@tringpark.com 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 will publish the alternative arrangements on the website.

The School admits pupils on the basis of ability or perceived potential ability in one or more of the vocational courses within the school as follows:

Preparatory School, Years 3-6

Integrated timetable including Academic and Vocational lessons.

First to Third Form, Years 7-9

Dance

Performance Foundation (Junior)

Fourth to Fifth Form, Years 10-11

Dance

Performance Foundation

Sixth Form, Years 12-13

Dance

Acting

Musical Theatre

Commercial Music

Application

All candidates are required to attend an entrance audition for the school. Details of how to apply are on the school website and the application includes a screening process followed by completion of an on-line application form. Auditions are held in the Autumn and Spring Term each year and the dates are available on the school website. Suitability for a place at the school is determined on talent and potential shown at the time of audition. The decision of the audition panel is final and there is no opportunity for appeal.

School Scholarships, Dance & Drama Awards (for Dance only) and Music and Dance Scheme Awards (for Dance only) are available. Auditions for these awards are made by special recall following the entry audition and are not available by request. Further details are available on our website.

All applicants for Preparatory School, First to Fifth Form and Sixth Form sit a standardised academic entry test. The purpose of the test is to enable the school to meet the students' needs effectively if they are successful at audition. Details of medical and Learning Support needs are sought in order to maximise opportunities for all students.

Pupils entering the Sixth Form must normally have achieved Grade B or above at GCSE level in order to study the subject at A Level. No minimum grade is required for pupils wishing to study for a non A Level qualification.

The application process is administered by the Registrar and the school maintains an Admissions Register.

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice.

The School's Terms and Conditions and will be made available to parents as part of the admissions process.

Equal Treatment

Tring Park School for the Performing Arts welcomes applications nationally and internationally. We seek to provide the opportunity for all to learn and achieve, no matter what their age, personal beliefs, background or circumstances.

We recognise and value diversity and the way in which differing contributions enrich the life and development of the school.

We will treat people fairly irrespective of gender, ethnicity, disability, sexuality, age, religion/beliefs, or cultural background, either in education, training or in employment.

The school is keenly aware of its obligations under the Equality and Equal Opportunity Acts

This policy will be used as standard by all staff in relation to admission to the school. The Principal and Deputy Principal ensure that admission to the school follows this policy.

Deletions and Additions to the School Roll

Schools must notify their 'own' local authority when they remove or add a pupil's name to the admissions register at non-standard transitions, i.e. where a compulsory school-aged child leaves a school before completing the school's final year or joins a school after the beginning of the school's first year.

Inspectors may remind schools that there is overlap also with *KCSIE* which recognises children missing education as a safeguarding issue particularly when a

child leaves with no known destination. For this reason, although the legal requirement under the registration regulations is met if the school reports to its 'own' local authority, inspectors may advise that it is helpful for schools also to copy in the local authority where the child is normally resident. For this reason the school will notify both local authorities when:

- a pupil leaves the school mid-way through an Academic year.
- if there is any cause for concern or anything unusual regarding the pupil being withdrawn from the school whatever time of the year they leave.
- if the pupils is leaving to be home schooled whatever time of year they leave.
- Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days (the pupil can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause)
- The school will highlight with the local authority where it has been unable to obtain the necessary information from the parent. The school will also consider whether it is appropriate to highlight any contextual information of a child who is missing education, such as any safeguarding concerns. The school will work with local authorities in this manner to help identify any children of compulsory school age who are missing education, who might be at risk of not receiving an education and who might be at risk of being harmed, exploited or radicalised.

Admissions Register (ISI Regulatory Requirements)

The school must make a record of, and provide the local authority with, the following information (where this information can be reasonably obtained):

- name in full;
- sex; this should be the birth sex unless the person has obtained a gender recognition certificate (not available under the age of 18)
- name and address of every person known to the proprietor to be a parent of the pupil (and an indication of which parent the pupil normally lives with and which parents hold parental responsibility as defined by Section 3 Children Act 1989) – NB Parents holding parental responsibility, even if not actually caring for the child, have a right to receive relevant information from the school in respect of any pertinent matter affecting the child, unless a court order indicates otherwise.
- from September 2016, where a parent notifies a school that a pupil will live at another address, in addition or instead, the new address, the full name of the parent with whom the pupil will normally live in future and the date from which it is expected the pupil will normally live there, where it is reasonably practicable for the school to ascertain this information

- at least one telephone number at which the parent with whom they normally live can be contacted in an emergency; and two numbers wherever possible; one number is required to meet the registration standard and more than one to meet the safeguarding standard, they need not all be kept on the register.
- day, month and year of birth;
- day, month and year of admission or re-admission to the school;
- name and address of the school last attended, if any;
- an indication of boarding or day attendance (in schools which include boarders);
- from September 2016, the name of the destination school (or additional school, in the case of dual registration) notified by a parent and the first date of attendance, where it is reasonably practicable for the school to ascertain this information.