

# 15a ADMISSIONS POLICY

## PRE-PREP, PREP AND SENIOR SCHOOLS

*A copy of this policy is published on the school's website.:*

Created: June 2021

Date for review: June 2023 to take effect from September 2023

Date of next review: June 2024

Created by: Emma Trelawny, Head of Admissions

### **A. Admissions Policy**

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#### **A1. Introduction and criteria for admission**

Truro School is an independent, selective, co-educational school for pupils aged 3-18 years. Boarding is available in our Senior School from age 11-18. We welcome applications from any boy or girl who will benefit from a busy, exciting, and rigorous education, and who will contribute fully and enthusiastically to the broader life of the School, including its extensive co-curricular programme, its ethos of inclusion and respect, and the values that underpin the School. Truro School will not discriminate against children or families on the basis of social background, disability, ethnicity, gender, religion, belief or sexual orientation. The School will always take decisions subject to its obligations under the Equality Act 2010.

Admission to the School is selective and is based upon academic ability, but also the demonstration of potential, observed learning behaviours and commitment and enthusiasm for the broader life of the School, its ethos and values. Our entry assessments are designed to help pupils show us what they can do, and at each level of entry we always take care to put candidates at ease, so that they can perform to the best of their ability.

#### **A2. Points of entry**

Standard points of entry to the School are at Nursery (3+ years), Year 3 (7 years), at Year 7 (1st Year in the Senior School), Year 9 (3rd Year) and Year 12 (Sixth Form). Places may be available in other year-groups and outside of the standard points of entry; the Admissions Department should be contacted in the first instance to establish whether or not any such place is available.

#### **A3. Registration for admission**

In all cases, regardless of age, application is made in the first instance by completion of the Registration Form and payment of the (non-refundable) Registration Fee. All admissions are handled by the relevant admission office (at Prep or Senior School) which is responsible for maintaining the register of pupils admitted to the School. Submission of the Registration Form is considered as acceptance of the declaration statements contained within it. Further details of Truro School Prep specific registration process are outlined in section B of this policy.

#### **A4. Assessment days and Interviews**

Children are invited to attend an assessment day during the Spring Term preceding the September of entry. For Senior School admissions, pupils are expected to attend the published assessment day(s). If for any reason a candidate is unable to attend either of the published assessment day(s), there is no guarantee that they can be assessed at a later

date. For Truro School Prep admissions, taster and assessment days are arranged more regularly across the year. More details of these days are outlined below.

All applicants will be interviewed at some point during the course of their application, either on their allocated assessment day or otherwise. The aim of the interview is to discover, in a supportive and informal way, more about the candidate's intellectual curiosity, knowledge, and interests, in order to support wider admission decisions regarding those who will be most likely to both benefit from and contribute to the educational life of Truro School.

## **A5. Admission decisions**

Decisions for admission are agreed by an Admissions Panel chaired by the Head or the Head of the Prep School, as appropriate, who take into account:

- The pupil's performance in any assessments or interviews that form part of the relevant process.
- A review of the reports and references on the pupil from their previous school (if appropriate).
- Any conversations with parents, along with any statements relating to the pupil's standards of behaviour and attitude.

For applicants in cycle or out of cycle, the final decision whether or not to admit a pupil to Truro School is taken by the Head or, in the case of Truro School Prep, by the Head of the Prep School. There is no recourse to an appeal against the decisions of the Head (or Head of Truro School Prep) with regards to the offer of a place, including the award of any Bursaries or Scholarships. Once decisions have been taken, these will be communicated efficiently and effectively to parents. We do not provide information or feedback on individual performance or results.

Admission is subject to availability of a place and fulfilment of the current admission requirements. The offer of a place may be withheld from a qualifying candidate where there remain unpaid fees or a history of late payment or difficulty in paying fees for a sibling who is already a pupil at Truro School. Where relevant, Truro School further reserves the right to establish from any previous school that all fees have been paid, and any offer of a place may be withdrawn if they have not.

The School reserves the right to withdraw an offer of a place (even if already made) in the event that the School becomes aware that parents or pupils have made a serious misrepresentation of facts or circumstances to us, or important information is withheld from us, about you and/or the pupil or that is relevant to the provision of education by the School to your child.

## **A6. Religious foundation**

Truro School is a Methodist School underpinned by Christian values and heritage. Truro School does not select for entry on the basis of religious belief and welcomes families of all faiths and none. It is expected that pupils will participate in School events and activities irrespective of individual beliefs (subject always to the School's obligations under the Equality Act 2010.)

## **A7. Special Educational Needs and Disability (SEND)**

### **Special Educational Needs and Disabilities - Access to the Admission Process**

Truro School does not discriminate against any pupil or parent whose child wishes to register for entry to the School. We welcome enquiries and applications from all children, in line with our Equal Opportunities Policies, and we are committed to the integration of pupils with a range of needs, and their involvement in the whole life of the School.

The School aims to eliminate from the admissions process, as far as possible, any substantial disadvantages which may be encountered by applicants with SEN and disabilities. The School will treat every application from an SEN or disabled pupil in a fair, open-minded way. However, the School will assess all pupils for admission on the basis of its standard selection criteria once all appropriate reasonable adjustments have been put in place. The School endeavours to ensure that it is able to fully support the needs of all prospective pupils. Parents of children with disabilities, SEN or learning difficulties must fully disclose any special educational needs or disabilities (diagnosed or undiagnosed) of their child at the time of registration and may be required to discuss their child's requirements with the School before the School considers the application for a place and before they sit the School's entrance assessments, so that adequate provision can be made for them on the day. Parents are asked to provide a copy of any reports associated with diagnosed or suspected SEN and disabilities including but not limited to reports or communication with your child's current school, medical or educational psychologist's reports. This information should be received prior to their child taking the School's entrance assessment so that the School can consider what adjustments, if any, may be needed to the admissions process.

All paperwork relating to SEN and disabilities for any child seeking admission to the School will be taken to an Adjustments Panel who will discuss the needs of that particular child and the evidence to support the adjustments. The Panel is Chaired by the relevant SENDCo (Prep or Senior) and will include a School senior leader. This Panel reserves the right to decide which adjustments are appropriate for our assessments and for our setting based on the information received and in line with our SEND Policy and normal ways of working.

### **Special Educational Needs and Disabilities – the Offer of a Place**

Following successful completion of the admission process and before an offer of a place is made, the School will assess whether it is able to adequately cater for and meet any SEN and disabilities (if known) through discussion and meetings with parents, consideration of any professional reports and references from previous schools, assessment of the pupil at a taster day, as appropriate. An offer of a place may not be made if the School determines, following consultation with parents, that they are unable to meet and provide for a child's needs in line with the School's SEND policy. The School will always consider its obligations under the Equality Act 2010.

The School reserves the right to withdraw any offer of a place (if offered) with immediate effect in the event that known information about additional needs relevant to supporting a child's education is withheld from the School during any part of the admission process.

### **A8. English as an Additional Language (EAL)**

In order to cope with the academic and social expectations of Truro School, pupils must ordinarily be strong English speakers, appropriate to their age. The registration form requires parents to disclose the nature and extent of any EAL needs their child may have. Parents are encouraged to seek advice from the Admission team before registering for admission where this may be relevant. Parents may find it helpful to read our Learning Support and EAL Policy which can be requested from the Head of Admissions or is available on our website.

### **A9. Scholarships and Bursaries**

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## **Bursaries**

There are no Bursaries available in Truro School Prep although support may be available for families in temporary difficulty, who should contact the Head of Prep. Truro Senior School offers a limited but generous means-tested bursary programme designed to enable as many as possible of those who meet our entry criteria to take up a place at the School. These means-tested awards are made annually to entrants at Year 7 and above. Parents keen to be considered for this support should complete a financial declaration form (available on-line or from the Admissions Office). Partly completed forms will not be processed. The completed financial declaration form should be returned, in confidence, to the Finance Manager. Offers of means-tested Bursaries will be made at the same time as other places but it is customary to place some pupils (a small number) on a waiting list. If you have any difficulty in completing the form, please contact us directly. Bursary offers may be conditional upon a home visit. Offers of fee remission associated with bursaries are confidential and must not be discussed with other parents.

## **Scholarships**

Truro School offers a range of scholarships each year for pupils in Year 7 and above. There are no Scholarships available in Truro School Prep. For information regarding scholarships at the Senior School, please see section C below.

### **A10. Transition from Truro School Prep to Truro School Senior**

It is anticipated that Year 6 pupils at Truro School Prep will normally transfer automatically to the Senior School based on the recommendation of the Truro School Prep Head.

In determining whether there may be any Prep pupils for whom this recommendation should not be made, the Head of Truro School Prep will meet with senior Prep staff to receive input and review data regarding pupil academic, behavioural, and any relevant medical or special educational needs from across Years 4 and 5. The Head's decision will always be in line with our policies regarding Special Educational Needs and Disabilities and Equal Opportunities. Any pupil for whom it is not felt that automatic transition to the Senior School can be supported, will be supported in making applications to other schools and in preparing for any relevant entrance assessments. They are also entitled to apply to Truro School Senior as an external candidate.

All Truro Prep pupils will be interviewed by the Senior School Head or another Senior Leader at the Prep School in the autumn term of Year 6. They will also take the Senior School entrance assessment in the Spring term of Year 6. The results will be used to determine academic awards and/or means-tested bursaries, whilst also giving comparable academic information for all pupils joining Year 7 (1<sup>st</sup> Year).

For those pupils new to the Prep school in Years 5 and 6 the assessment is also selective, whilst existing pupils will proceed as per the Head's recommendation, regardless of outcome in the examination.

Scholarships and bursaries will be awarded to pupils from Truro School Prep in the same way as external candidates.

### **A11. Siblings and Children of members of staff**

In keeping with the School's family ethos, in cases of candidates with relatively similar academic ability, priority will, where possible, be given to siblings of current Truro School

pupils and to children of permanent members of staff. Such priority assumes that the candidate has done sufficiently well in any Admissions Assessment and, in our view, shows the potential to take advantage of all that the School offers. For applicants to the Senior School, invitation for an interview or admissions assessment does not indicate that admission is automatic and there may be occasions where we judge that a sibling or a child of a member of staff is likely to thrive better in a different School environment.

## **A12. Contractual Terms and Conditions**

Contractual Terms are on the School's website and will be made available to parents as part of the admissions process. No child will be admitted to the School without the Contractual Terms and Conditions being signed.

## **A13. Use of data**

Our use of your data is in line with our GDPR Policy.

In line with guidance issued by the Information Commissioner's Office, 'Retaining Personal Data' (Principle 5), any data provided in conjunction with applications to the School is not retained for more than one year after registration, where that candidate is not made an offer of a place.

Entrance Examination scripts are destroyed one year after the examination date. Registration forms and associated documents of applicants who withdraw or who are not offered a place, are destroyed after 6 years (11+entry), 4 years (13+ entry) and 1 year (16+).

Our local authority will always be informed when a pupil's name is added to or deleted from the School Roll at non-standard transitions or at the end of any year before the end of Year 11, within 5 working days.

## **A14. Documents related to this policy**

This policy should also be read in conjunction with the following policies:

- SEND Learning Support and EAL Policy
- Curriculum Policy
- Behaviour Policy – Rewards and Sanctions (this policy contains details about the criteria for temporary or permanent exclusions)
- Accessibility Plan

## **B. Specific Admissions Procedure – Prep and Pre-Prep**

### **B1. Registration**

Pupils may join the school at any point during the academic year. Nursery children may join at the start of the term following their third birthday. Parents are encouraged to make an appointment to tour the school and meet the Head or a senior member of staff. There are many opportunities to visit the school throughout the year, such as Open Events and weekly Informal Guided Tours.

On receipt of a registration form and fee, the School will contact you to make arrangements for the admissions process. The exact process will vary depending on your child's age on entry.

Receipt of a registration form is not a guarantee of the availability of a place and the Admissions Office will advise of the protocol of waiting lists where they exist. In extreme circumstances, it may be necessary for a parent to request the deferral of a place until the following year. These pupils will join the waiting list (if applicable) for that year group. It is not possible to defer beyond one academic year; in such circumstances the admissions process will need to be renewed.

Parents wishing to apply for places in the upcoming academic year must do so before 1 July. After this date, places in the year group may be reserved by parents for pupils seeking to join that year group in the following academic year. Applications for the following year's entry will be managed in chronological order from receipt of a completed registration form and fee. Offers of places, if made, must be accepted by the date specified in order to reserve the place for the agreed entry point. These places will be honoured subject to no new information emerging across the following academic cycle that would have been of material importance to an application but was not evident at the time of the offer.

## **B2. Assessment**

Assessment of suitability is based upon:

- School reports from the current school (where a child already attends school/nursery)
- A confidential reference from the current school/nursery
- The child's performance and interaction during a 'taster day'
- Academic assessments in English, Mathematics and Non-Verbal Reasoning (for entry into Year 3 and above).

## **B3. Decision Procedure**

In coming to a decision, the school will consider all relevant information and offers of places are made to pupils who meet our entry requirements (both in terms of academic ability and application, and positive commitment to the wider aspects of school life).

We will write to you with the outcome of your application. If offered a place, you should indicate your acceptance by completing and returning all requested paperwork and payment of the guarantee fee by the appropriate deadline.

Pupils joining the school in September who have been offered places will be offered further taster days in June to help them to prepare for their new school.

## **B4. Age group specific information**

### **Entry into Early Years Foundation Stage (Ages 3 to 4)**

Pupils may join the Nursery from the beginning of the term after their third birthday.

During the term prior to joining, you and your child will be invited to several Play & Stay sessions, as an introduction to school life. This also gives an opportunity for you as parents to have an informal discussion with the staff of the Pre-Prep. Pupils may join the Nursery for a minimum of two full days per week up to full time. It is usual for the number of days to be increased during the course of the year in preparation for Reception. The exact arrangements can be discussed prior to joining and will depend on the individual child and their ability to cope with the academic and social demands of school.

### **EYFS Reception (ages 4-5) and Key Stage 1 – years 1 and 2 (ages 5-7)**

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Admission follows the process outlined above

### **Entry into Years 3 to 6 (Ages 7 to 11)**

Admission follows the process outlined above. The academic assessments in English, Mathematics and Non-Verbal Reasoning are designed to be done 'on sight' and no specific preparation is required or recommended.

### **B5. Choristers**

Boy Chorister scholarships are awarded from 8+ (to the end of Year 8) when serving boy Choristers will be considered for an ongoing co-curricular scholarship.

Girl Chorister scholarships are awarded at 13+ (see section C below re Senior School scholarships).

Recipients of the Chorister scholarship receive 25% fee remission and will sign a scholarship agreement with Truro Cathedral. Further information can be found on the School website or by contacting the Admissions Office.

## **C. Specific Admissions Procedure - Senior**

### **C1. Entry into Year 7 (1st Year, 11+) and Year 9 (3rd Year, 13+)**

The Entrance Assessment is held on a Saturday morning in January prior to September entry. Sample papers, Fencing and Choral scholarship application forms and Means-Tested Bursary forms can be found on the website and further details about the day itself will be sent to all who register.

Parents who have not heard from the School by the beginning of December are requested to write to the Head of Admissions and, in case of doubt, also to telephone. The School does not accept responsibility for communications going astray.

Children aged 10 years are sometimes accepted into the Year 7 (1<sup>st</sup> Year) of the school if they are sufficiently mature to cope with the academic and social demands of the school.

All applicants will be interviewed by a member of Senior staff or of the Admissions team during the autumn term or early in the spring term, prior to the entrance examination.

An unsuccessful pupil may reapply for a place no less than one year later.

### **C2. Entry into Sixth Form (at 16+)**

Truro School holds a Sixth Form Open Event at the beginning of the autumn term and there are other opportunities for prospective students to visit the school which we encourage. Admission is based on school report (which will include predicted GCSE grades or similar) and an interview. Offers are made on or after 1 December for entry the following September, where appropriate. Later applications will always be considered. For pupils currently attending Truro School, the assumption is that they will transition into Sixth Form unless the School is informed otherwise, or unless their behavioural or academic record indicates this will not be in their or the School's best interests. Parents of pupils for whom transition is a concern in this regard will be invited as a priority to discuss suitable support strategies with the School to increase the chances of successful transition. The academic threshold for Sixth Form entry

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for all students, internal or external, is a minimum of six GCSEs at grade 5 or above with a minimum of grade 6 in any subject to be studied at A Level (or equivalent qualification), or a grade 7 in the subjects to be studied if those subjects are mathematics, physics, chemistry or biology.

### **C3. References and School Transitions**

For pupils who will take their entrance exam in January, references (pastoral and academic) are requested after 1 November before the entrance exams take place. In the case of out of cycle candidates, references are requested once the entrance exam has been arranged.

It is the responsibility of the parents to inform Truro School whether there is any reason that a reference cannot be sought prior to the entrance exam being taken. We encourage parents to keep the applicant's current Headteacher informed of their intentions and, in the case of a move from another independent school, reserve the right to establish from the school that all fees have been paid and due notice given.

Before pupils join Truro School, we will request references, details of medical records, information regarding any serious disciplinary sanctions, and any special needs from their previous school. Additionally, we require full disclosure in advance from parents of any such information that may have a bearing on Truro School's ability to successfully integrate or support their child upon entry. In the event that information the School deems relevant to supporting a child once admitted has been withheld by a family, the School reserves the right to withdraw that child's place with immediate effect even after an offer has been made or they have joined the School.

A reference, verbal or written, from a child's current School or setting must be received before a place can be confirmed. In the case where a request has been made to delay a reference request, or where a current school is yet to respond to our request, offers will be made subject to receipt of a favourable reference from the pupil's current school.

### **C4. Overseas Students**

We are happy to make arrangements for any candidates who are unable to attend the entrance examination at Truro School to do so with the help of their existing school or Agents approved by the School. The Head or Head of Admissions will also conduct an interview by Teams or Zoom. Admission depends upon the prospective pupil meeting the academic criteria to ensure they will thrive at Truro School. This includes fluency in English. Pupils applying to join the school in Year 11, 12 or 13 are required to take the Cambridge English Test: Linguaskill test as part of their admissions process to ensure that English comprehension and proficiency is at a high enough level to access our curriculum.

If this assessment has been undertaken remotely, the School reserves the right to set a confirmatory test for the pupil upon arrival in the UK, and to withdraw their place with immediate effect if the outcome of that confirmatory test indicates they will not be able to access the Truro School curriculum to their own advantage.

In the event that a pupil admitted to the School shows, over time, increased difficulty with fluency in English, support will be given by an appropriate teacher. This support may be provided during the school day or out of school hours.

Every effort will be made during the course of pre-assessment and interview to ensure that an international pupil is ready for the rigours of the school's curriculum. However, if a pupil does



not settle into the course as expected, modifications such as a 3-year A level course or reduced number of GCSEs may be required.

### **C5. Communicating decisions**

Offers of places and scholarships are sent by first-class post to parents on the advertised date. Accompanying acceptance documents will follow by email and are to be returned digitally. Parents have until the advertised Independent Schools 11+/13+ deadline to respond to any offer made. Offers are accepted by completion of the Truro School Acceptance Form and payment of the non-refundable guarantee fee. Details of the guarantee fees can be found on the fees page of the Truro School website. This guarantee fee is pro-rata in the case of recipients of means-tested bursaries.

Offers of places and scholarships made to 16+ candidates in December have until early January to make their decision.

### **C6. Out of Cycle Admissions**

Pupils are referred to as 'out of cycle' when their application and assessment does not fall within the usual timescales of the Truro School 11+, 13+, and 16+ admissions schedule. Pupils who apply to join the School out of cycle will take an entrance examination on a mutually convenient date at Truro School or if that is not possible, via remote invigilation.

References are requested from a pupil's current School once the entrance exam has been arranged. It is the responsibility of the parents to inform Truro School if there is any reason why a reference should not be sought prior to the entrance exam being taken. In the event that a reference has not been received at the time an offer is made, the offer will be conditional upon receipt of that information.

As a matter of routine and to ensure full awareness of needs, the prospective Head of Year for any pupil applying out of cycle will contact the pupil's current school to ensure that admissions procedures and potential transition can be supported with full awareness of all relevant context – academic, pastoral, medical, SEND, or behavioural, as appropriate. Full disclosure of any known context in relation to these areas from parents is expected at the point of application and final decisions about any offer of a place will be made only once the School is satisfied that it is aware of all relevant context.

Out of cycle offers are normally sent within 10 working days of the assessment exam date, however where a marking period falls during the school holidays, this can take longer and candidates will be advised accordingly by the Head of Admissions. In the event of there needing to be a delay based on the time needed to gather all the relevant information required for the offer decision to be made, parents will be kept informed by the Admissions team. Offer letters and associated documents will be sent by email and parents will be informed of the deadline for responses on a case-by-case basis.

### **C7. Senior School Scholarships**

#### **Year 7-11 (1<sup>st</sup>-5<sup>th</sup> Year)**

Truro School scholarships are awarded to pupils who show exceptional ability or potential in their approach to academic studies or in their commitment to co-curricular activities. The School is committed to identifying and nurturing talent and commitment in this way. All scholarships are awarded on the understanding that the recipients will remain fully committed to their academic studies, and routinely engaged in the Co-Curricular life of the School.

Scholarships for pupils entering the School in Years 7-11 (1<sup>st</sup>-5<sup>th</sup> Year) will be awarded in the form of further enhanced educational opportunities for the scholars themselves, and not as reductions in fees for parents. For pupils in Year 7 (1<sup>st</sup> Year), and rolling up annually from 2023, a scholarship evaluation and awards process (academic and co-curricular) will take place every year before the end of the Spring Term. Pupils will be awarded academic and/or co-curricular scholarships by a Scholarships Panel, chaired by the Head, that will review recommendations from the relevant our Heads of Department and Co-curricular leaders. Those staff will make recommendations based upon ongoing assessment of pupil ability, commitment and potential, and not single points of performance or assessment.

Scholarship status will be reviewed annually. Scholarship status can hence be retained for the whole of a pupil's time at the School. Likewise, scholarship status may cease by pupil choice if interests evolve away from a previous award, or may be removed by the School should a pupil cease to engage with the opportunities and enrichment programmes associated with scholarship status. In all instances, the determining factor for achieving and retaining scholarship status will be a review of the pupil's relevant achievements and their level of ongoing engagement with our enhanced enrichment and scholarship programmes.

Scholarship awards for Years 7-11 (1<sup>st</sup>-5<sup>th</sup> Year) will be communicated to pupils and parents at the end of the Spring Term.

### **Sixth Form Diploma Scholarships**

Truro School offers an exciting and dynamic Diploma framework around its Sixth Form provision that ensures older pupils remain more broadly challenged, engaged, and empowered for their futures than simply via their A Level studies. For this reason, the School offers a limited number of prestigious Diploma Scholarships at 16+, open to either current Truro School pupils in Year 11, or prospective applicants from other Schools. Diploma Scholarships include both access to wider enrichment opportunities at Sixth Form, and also 5-10% fee remission. Sixth Form Diploma Scholarships are awarded before Christmas of Year 11 (5<sup>th</sup> Year) and the scholars begin to benefit from this award as soon as the Spring term of Year 11 when they will be invited to participate in an enrichment trip overseen by the Head, the Head of Sixth Form and the Sixth Form Enrichment and Scholarship Coordinator.

Diploma Scholarships are awarded from an application and selection process that includes a pre-prepared application, a review of a pupil's school record, and an interview that will include a pupil presentation. Applications for Diploma Scholarships must be made in the Autumn term and cannot be considered after that cycle.

### **Choristers**

Girl Chorister scholarships are awarded at 13+. Recipients of the Girl Chorister scholarship receive 25% fee remission and will sign a scholarship agreement with Truro Cathedral. Further information can be found on the School website or by contacting the Admissions Office. Boy Chorister scholarships are awarded from 8+ to the end of 2<sup>nd</sup> Year (Year 8) when serving boy Choristers are eligible to become co-curricular scholars.

### **Fencing**

Fencing scholarships are awarded based on assessment of ability at 11+, 13+ and 16+. Recipients receive a fee discount of 5-10%. Fencing scholars are expected to maintain high levels of commitment to the sport as well as to stay fully committed to their academic studies.

Further information about the requirements and deadlines for applications for any of these scholarships can be found on the School website or by contacting the Admissions Office.

### **Complaints**

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Please do not hesitate to raise any concerns with this policy or the school's admissions procedures. The school's complaints procedure can be found on the school's website.