



Admissions Policy

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1 Overview

- 1.1 Tanglin Trust School is private, co-educational school for students aged 3-18. The school is a registered charity and operates on a not for profit basis.
- 1.2 At Tanglin Trust School, we offer a UK style education that broadly follows the English National Curriculum from Nursery to Year 13. We offer I/GCSE in Years 10 and 11 and, in the Sixth Form, students can choose to follow either the A Level or IB Diploma pathway.
- 1.3 Parents, guardians and/or any persons with parental responsibility for the student or who have paid any fees or given instructions in relation to the student (a 'Parent') of a student or prospective student of the School are asked to sign the relevant section of the application form in recognition of their acceptance of these conditions.
- 1.4 The school requires students to have:
 - an age appropriate fluency in English language (speaking, reading, writing and comprehension).
 - a positive attitude to learning.
 - the ability to thrive in a high-achieving environment.
 - individual learning needs which can be largely met within the mainstream classroom and without significant additional adult support.

2 Guiding Principles

- 2.1 We do not provide any special programmes to teach students for whom English is an additional language and who are at an early stage of acquiring English. One parent is required to be fluent in English to ensure effective communication between school and home.
- 2.2 Students must reside with at least one parent. We will only consider students living with a legal guardian under exceptional circumstances e.g. both parents are deceased.
- 2.3 Enrolment is not automatic. The Admissions Policy is designed to ensure that the students who attend have the capacity to thrive within, and benefit from, all that Tanglin Trust School offers. We will only admit students who, in the opinion of the Heads of School, have met the relevant admissions criteria as set out in this policy and in the [Conditions Governing Enrolment and Admissions](#) to the School.
- 2.4 All applications should be submitted online with full payment of the Enrolment Fee as stated in the Fee schedule.
- 2.5 The completed application together with the past two school reports and reference from the current school will be passed to the Head of School for review. The outcome will be:
 - Approved
 - Request for further information*
 - Declined

*Requests for further information may be made for an assessment and/or interview.

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- 2.6 The assessments are to ensure the student’s educational needs can be met within a mainstream school setting and in an age appropriate class. Assessments are conducted by Heads of Learning Support and Admissions and take place on scheduled days per term.
- 2.7 Where there is some evidence of additional educational need, we will discuss the child’s educational development in more detail and carry out appropriate assessments before an offer of a place can be made.

3 Objectives of this Policy

- 3.1 To identify and admit children who will benefit from a Tanglin academic education and who will contribute to and benefit from the ethos and activities of our school community.
- 3.2 To set out the requirements for admission from nursery to sixth form levels.
- 3.3 To outline the waiting list priority.
- 3.4 To outline the extent of support available for children requiring additional support.

4 Year Group Entry

- 4.1 Students will be placed in the appropriate age group taking account of their age on the 1st of September. It is the policy of the school to place students within their appropriate age group.

5 Progression within Tanglin

- 5.1 Very occasionally, as students progress through one year group, it may become apparent that Tanglin Trust School is not able to provide the most appropriate educational setting that is in the best interests of the student. In this rare event, parents will be thoroughly consulted with and supported in identifying a more suitable placement.

6 Enrolment into Nursery or Reception (applicants aged 3+)

- 6.1 The criteria for enrolment into Nursery or Reception are that all students must be capable of using English as their working language. Where children are bilingual, they must be able to demonstrate age appropriate fluency in English.
- 6.2 Children for whom English is an additional language will be invited for an age appropriate play-based activity with one of our Infant teachers to assess their level of English competence.
- 6.3 Children who have not been enrolled at a pre-school prior to applying for a place at Tanglin will be invited for an age appropriate play-based activity with one of our Infant teachers in order to assess their readiness for school.
- 6.4 Children with identified additional learning needs will be referred for an age appropriate assessment with our Infant Learning Support team at the discretion of the Head of Infant School. Please refer to the appropriate section of this policy for further information.
- 6.5 All children must be toilet trained and out of nappies before joining the school.

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7 Enrolment into the Junior School (applicants aged 7+)

- 7.1 Applicants may be referred for assessment should additional learning or EAL needs be identified, and/or at the discretion of the Head of Junior School. For students requiring additional learning support please refer to the appropriate section of this policy.

8 Enrolment into the Senior School (applicants aged 11+)

- 8.1 All applicants seeking enrolment into Year 7 through Year 10 will be asked to complete an online verbal and non-verbal assessment by arrangement with Admissions. Following this assessment, further assessments may be requested should additional learning or EAL needs be identified, and/or at the discretion of the Head of Senior School. For students requiring additional learning support please refer to the appropriate section of this policy.
- 8.1.1 **Years 10 and 11.**
As the I/GCSE course is carried out over Years 10 and 11 students must start this course at the beginning of Year 10. On a case-by-case basis, we will consider a start date of term two (January).
- 8.1.2 Applications for entry after the start of term two Year 10 will not be accepted. Applications into Year 11 are not permitted.

9 Enrolment into the Sixth Form (applicants aged 16+)

- 9.1 The minimum academic entry requirement is an average B or 6 grade profile based on school reports and/or performance in the mock I/GCSE examinations, with at least a B or 6 in the subjects to be pursued at A Level or Higher Level IBDP, unless otherwise specified. As a guide, in the IB curriculum, a Middle Years Programme (MYP) grade of 5 or above is generally regarded as equivalent.
- 9.2 We also require a satisfactory character reference from the school reports and a referee from student's current school indicating that the candidate has a satisfactory track record in terms of:
- Work ethic
 - Attitude
 - Conduct
 - Academic integrity
 - Contribution to school life
- 9.3 Upon receipt of evidence that an applicant meets our minimum academic and character entry requirements, applicants for Sixth Form can also expect to complete assessments as part of the admissions process. Assessments may take the following form:
- online verbal and non-verbal assessment
 - subject based pre-approval papers
 - interview with the Head of Sixth Form

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- 9.4 Approvals for Sixth Form candidates will be given only if candidates are able to demonstrate they meet our minimum entry criteria at the time of application. Conditional approvals for Year 12 entry (based on actual I/GCSE results) will not be given.
- 9.5 As the Sixth Form courses (A Level or IB Diploma) are carried out over Years 12 and 13 students must start Sixth Form at the beginning of Year 12. On an exceptional basis, the School may consider a start date after the start of Year 12, but not later than the start of term two (January), subject to the approval by the Head of Sixth Form. Applications for entry after the start of term two Year 12 will not be accepted. Applications into Year 13 are not permitted.

10 Students Requiring Additional Learning Support

- 10.1 Tanglin has limited resources to cater for students whose learning needs can only be met with significant support. Currently our Learning Support department offers both 'in class' and 'withdrawn' additional support to meet the needs of our students.
- 10.2 It is in the interests of all concerned, and particularly of the students themselves, that all who are admitted to Tanglin Trust School are able to thrive within the high achieving environment.
- 10.3 Parents of children who have a history of requiring any additional educational support must bring to the attention of the school detailed information regarding their child's specific learning needs. This information should include: previous school reports, SENCO (Special Educational Needs Coordinator) reports, copies of previous Individual Education Plans (IEPs) and any reports from outside professionals (e.g. educational psychologist, speech and language therapist, occupational therapist). *Parents are also strongly advised to discuss the possible application prior to making a formal application to ensure that the school is in a position to meet the needs of the student.*
- 10.4 Failure, at the stage of application, to declare accurately and fully the extent of a child's individual learning needs may result subsequently in parents being asked to withdraw their child because the school is unable to meet these learning needs. This is a situation that we are anxious to avoid, particularly as it may impact adversely on the child's self esteem and future learning.
- 10.5 Children who have been offered a place with us, and who have also been identified as having additional educational needs, will be assessed in context once they start at the school. The most effective way to ensure a child's individual needs are being met is to assess them in their learning environment. After a designated amount of time, a review meeting will take place to discuss the pupil's transition, progress and on-going provision that will be offered within school. If, over time, the needs of the child are unable to be effectively met by the provision we can offer, we will endeavour to assist the parents in finding a suitable alternative placement.

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11 Waiting List Priority

11.1 Waitlists for entry exist for most of our year groups. We operate a rolling waitlist system so if children are unable to gain entry on the desired period of enrolment their applications will continue to stay on our waitlist until a place becomes available.

11.2 Applicants are registered on our waitlist based on the date we receive the application and Enrolment Fee along with the priority category in which the applicant falls. Tanglin gives priority to the following categories of students:

1. Children of employees
2. Guaranteed Placement Rights
3. Standard Placement Rights
4. Other Groups
 - a. Siblings (who have been in the school for at least one term)
 - b. Former Tanglin Students
 - c. Children of Alumni
5. Tanglin Priority Placement Award (Years 9 through 12 only)
 - a. Music
 - b. Sports
6. Normal Waitlist

11.3 Placement Rights

11.3.1 We offer a programme of Placement Rights designed to offer accelerated access to a small percentage of places in exchange for a significant financial contribution to the school.

11.3.2 Two forms of Placement Rights are available:

- Guaranteed Placement Rights (GPR) offers a guaranteed place to an approved applicant at the school
- Standard Placement Rights (SPR) places the nominee at the top of the relevant waiting list (below Staff)

11.3.3 Both GPR and SPRs may be purchased by corporations or individuals and separate terms and conditions of purchase will apply. GPRs may be purchased for Term 1, 2 and 3 entry, whereas SPRs may only be purchased for Term 1 entry. A limited number of Placement Rights are available, and they will be sold on a first come first served basis. Please visit our [website](#) or contact our Development Office for further details.

11.3.4 For all placement rights, prospective applicants (corporate or individual) must otherwise meet all entry and enrolment requirements of the school as outlined in the Admissions Policy and [Conditions Governing Enrolment and Admissions](#). Sibling priority does not apply to the siblings of placement right (GPR or SPR) holders.

11.4 Tanglin Priority Placement Award

11.4.1 Each year Tanglin will award a limited number of priority waitlist places to a range of applicants who are exceptionally talented in the areas of Music and Sport. Only applicants for Years 9 through 12 will be eligible to apply for the Tanglin Priority Placement Award.

11.4.2 All Tanglin Priority Placement Award applicants must otherwise meet all enrolment and entry requirements of the school as outlined in the Admissions Policy and [Conditions Governing Enrolment and Admissions](#). It is a condition of any offer that students accessing the school via the Tanglin Priority Placement Award must participate in specified school organised Co-Curricular Activities (CCAs) and programmes which support the development

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of music or sports throughout the school community. Specific expectations of participation will be included in the offer / acceptance letter upon confirmation of a place, and will be subject to annual monitoring and review at key stages.

11.5 Tanglin Priority Placement Award Timeline

- 11.5.1 Applicants wishing to be considered for the Tanglin Priority Placement Award, must submit their application and supporting documentation through the online application portal in the academic year before the student wishes to join Tanglin Trust School according to the timelines published on our website.
- 11.5.2 Tanglin Priority Placement Award applicants will undergo an additional one-day assessment process. The assessment day will be held at Tanglin Trust School and candidates must be in attendance on the day in order to be considered for the Tanglin Priority Placement Award. The assessment dates will be published annually on our website.
- 11.5.3 Tanglin Priority Placement Applicants will be notified of the outcome within one week of completing the assessment day, and offers to successful candidates will commence according to our usual admissions timeline, subject to places becoming available.
- 11.5.4 Unsuccessful Tanglin Priority Placement Award applicants, who otherwise meet the entry criteria for the school can choose to remain on our waitlist or withdraw their application. Siblings of students entering the school under the Tanglin Priority Placement Award are accorded sibling priority once the awardee has been at the School for at least one full term.

11.6 Sibling Priority

- 11.6.1 Sibling priority will be afforded to siblings once one sibling has been enrolled at Tanglin for one full term.

11.7 Alumni Priority (Children of former students)

- 11.7.1 Alumni priority status is awarded if the conditions below are met:
 - One of the applicant(s) parents must be registered with the Tanglin Alumni community
 - Documentary evidence of school attendance, an old school report, a communication or certificate from the school on letter headed paper stating the Alumni name etc. must be provided in hard copy to the attention of The Alumni Office at Tanglin Trust School
- 11.7.2 Hard copies will be returned by normal post where a return address has been provided.
- 11.7.3 To check if the item(s) to be sent via the post would be considered appropriate documentary evidence, Alumni may wish to submit a soft copy by email alumni@tts.edu.sg.

12 Child Protection

- 12.1 We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will contact the student's previous school and ask them to complete a Child Protection form to ascertain whether there has been any safeguarding or child protection concerns.

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13 Separation or Divorce

- 13.1 Our policy in cases of separation or divorce is to treat each parent equally unless there is evidence of a Custody Agreement or Court Ordered Restrictions.

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