

TASIS



THE AMERICAN SCHOOL IN ENGLAND

Admissions Policy

This policy applies to the whole school including Boarding and the Early Years.
The current version of any policy, procedure, protocol or guideline is the version held on the TASIS website. It is the responsibility of all staff to ensure that they are following the current version.

Document

Information Sharing Category	PUBLIC
TASIS Document reference (Org, Doc, version, date)	TASIS_ADMP_V6_010921
Version	V6
Date published	01 September 2021
Date ratified by Head of School	01 September 2021
Review/Update date	01 September 2022
Responsible area	Head's Office

Agreed by:

Head of School	DSL	Chair of the Board
Bryan Nixon	Jason Tait	David King
01 September 2021	01 September 2021	01 September 2021

TASIS is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.

1. Introduction

- 1.1. For purposes of this document, the term “Board of Directors” is deemed to have the same meaning as “Proprietor” in accordance with the ISSR and is used interchangeably.
- 1.2. Legal Status:
 - a. Complies with Part 6, paragraph 32 (3)(a) of the Education (Independent School Standards) Regulations 2014;
 - b. Part 3 of the Students and Families Act 2014
 - c. The SEN Disability Code of Practice, 0-25 years 2014 (SEND Code 2015)
- 1.3. Other relevant documents:
 - a. Single Equalities Policy
 - b. Special Educational Needs and Disability Act (SENDA)
 - c. Attendance Policy
 - d. School Prospectus
 - e. English-as-an-Additional Language (EAL) Policy
 - f. Accessibility Plan
- 1.4. TASIS is an international school offering an American curriculum, including a wide range of Advanced Placement (AP) courses, and both the American High School and International Baccalaureate (IB) Programme diplomas.
- 1.5. Our students represent more than 50 nationalities and are enrolled in classes from Early Years through Grade 13. The School has a flexible, rolling admissions policy and welcomes applications for students aged 3 to 18 all year round.
- 1.6. The School understands that families with more than one child will want their students at the same school and we do our very best to accommodate this.
- 1.7. The Admissions Office welcomes visitors throughout the year. Please call the School to arrange for a personal “Visit” and to learn more about TASIS England and our confident, well rounded, and high-achieving students.

2. Aims and Objectives

- 2.1. We seek to be an inclusive school that embraces diversity, welcoming students from all backgrounds. TASIS England does not discriminate in any way regarding entry.
- 2.2. All applications will be treated individually on merit, and in a sensitive manner to ensure the School can adequately meet the educational needs of prospective students and that the applying family are satisfied that it is the correct school for their child.
- 2.3. For more details, please see the School Prospectus, Term Dates, Fees, Website, and Enrollment Contract.
- 2.4. The School has Assessment Procedures applicable for older students seeking to join the School to assess a child’s current level of learning.

3. Registering Your Child

- 3.1. TASIS England is registered to provide education and care for students aged 3 to 18 years.
- 3.2. To register, a parent completes the Application for Admission Form (which requests details of the child’s full name, date of birth, the name and address of every parent).

TASIS is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.

- 3.3. A non-refundable application registration fee applies.
- 3.4. Forms are available on request or via the School website and should be returned to the Admissions Office. Once the full application process has been completed (as detailed in section 4), the child will then be either offered a place, declined a place, or placed on the waiting list for the desired entry date, and a letter to this effect is sent to the parents.
- 3.5. The School has an open Admissions Policy.
- 3.6. The School offers full-time places for students who reach their third birthday on or prior to the published first day of Semester 1 in the academic year of entry. The only further criteria for entry to the Early Years Department is that the child is toilet trained.
- 3.7. The School operates a sibling, past-student, and staff priority system, with all places from Early Years upwards offered on a “first-come, first-served” basis, using the School’s Application Form, until the grade level is full.

4. Steps to Register

- 4.1. Step 1: Please complete and sign the Application Form
 - a. Parents or guardians will also be asked to provide the School with any further information which they feel will enable us to take that best possible care of their students.
- 4.2. Step 2: Please send a photograph of the child with their Application Form
- 4.3. Step 3: If your child has any of the following please attach them to the application
 - a. A complete official transcript of the applicant's school records for the last 3 years. These should be sent by airmail directly from the school to the TASIS England Admissions Office or submitted electronically.
 - b. Current standardized testing results (ERB, IOWA, TAKS, SSAT, PSAT, etc.).
 - c. If your child is joining Upper School as a non-native English speaker (EAL/ESL), the score from an English test taken within the last three months, such as a TOEFL or IELTS score, must be provided. Alternatively, TASIS England can arrange for an English test such as the Oxford Online Placement Test to be sent to a trusted adult for administration. This may also be requested for students joining the higher years of Middle School.
 - d. A copy of the details page in your child’s passport.
 - e. Any copies of psycho-educational evaluations and Independent Educational Plans.
- 4.4. Step 4: Complete and attach the relevant questionnaire form
 - a. Complete and attach the parent questionnaire (Early Years and Kindergarten).
 - b. Ask your child to complete the Lower School student questionnaire (optional for Early Years and Kindergarten, required for Grades 1-5).
 - c. Ask your child to complete the Middle/Upper student questionnaire (Grades 6-13).
- 4.5. Step 5: Ask your child’s main class teacher/s to complete the teacher recommendation form(s)
 - a. Early Years and Kindergarten: Ask your child’s main class teacher to complete the Early Childhood Teacher Recommendation Form. The Head of School or counselor must also submit a recommendation form.
 - b. Grades 1-5: Ask your child’s main class teacher to complete the teacher recommendation form (Grades 1-5). The Head of School or Counselor must also submit a recommendation form.
 - c. Grades 6-12: Ask three separate teachers to complete recommendation forms.

- The English teacher, mathematics teacher, and the counselor or Head of School should complete one teacher recommendation form each.
- If your child is non-native English speaking, their English/EAL teacher should complete the English/EAL teacher recommendation form.
- If your child has attended a boarding program and is looking to board at TASIS England, the dorm resident or house parent should be one of the three teachers who complete the general recommendation form.

4.6. Step 6: Please submit your application electronically or send to our Admissions Office.

- a. We look forward to receiving the full application, which will be reviewed by our Admissions Committee within one to two weeks of receipt of the completed application and relevant forms. A place will be offered based on the Admissions Committee's assessment of ability to successfully achieve our academic requirements on a continued basis, availability, and in accordance with the Code of Practice for Schools, Disability Discrimination Act 1995 Part 4 and Schedule 10 of the Equality Act 2010.
- b. Specific programs of study at TASIS England, such as Advanced Placement and International Baccalaureate classes, may require particular prerequisites for admissions. For the International Baccalaureate, while every application is considered individually, prerequisites for entry to the program normally include a "B" average in previous and current courses of study, as well as specific requirements for particular IB courses. For non-native English speakers, the following English language levels are possible prerequisites: Oxford online English test score at C1 or above; TOEFL score of 550 (computer-based TOEFL score of 213); or a score of 79-80 on the Internet-based TOEFL. In some cases, where a student's math, language, or science background prevents participation in the program, TASIS may recommend that the student enroll in a post-graduate year in order to complete the IB Diploma in Grades 12 and 13. Given the differences between IB courses of study it is not always possible for a student to transfer into the IB program after completing the first year elsewhere. Any students who are allowed to transfer must arrange for all internal assessment work to arrive at TASIS England by September 1.

5. American to British "Years of Schooling" Equivalences

- 5.1. Students aged 3 to 5 going into Early Years through Kindergarten: this is equivalent to Nursery to Year 1 in the British system.
- 5.2. Students aged 6 to 11 going into Grades 1 to 5: this is equivalent to Years 2 to 6 in the British system.
- 5.3. Students aged 11 to 14 going into Grades 5 to 8: this is equivalent to Years 6 to 9 in the British system.
- 5.4. Students aged 14 to 18 going into Grades 9 to 12: this is equivalent to Years 10 to 13 in the British system.

6. Typical Ages per Grade

- 6.1. TASIS England recognizes that students may come from different educational systems or countries, and various schools apply different age "cut-off" dates to enter into a grade. TASIS typically uses a child's age on September 1 as the first point of consideration when assigning grade placement.
- 6.2. Full-time Early Years places are offered only to children who are toilet-trained and have reached their third birthday on or prior to the published first day of Semester 1 in the academic year of entry.
- 6.3. In addition to age and maturity, grade placement at TASIS England can also be influenced by several factors, including:
 - a. academic and social-developmental considerations;
 - b. the students' previous grade level and prior academic performance;
 - c. standardized testing and/or psycho-educational testing.
- 6.4. Applicants with a birthday outside the typical age range will need additional evaluation to determine the most appropriate grade placement.

TASIS is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.

- 6.5. TASIS England will place a child in an age-appropriate grade as long as the School is confident that the student will be successful academically and socially, particularly that the applicant can manage the coursework expectations and academic rigor in that year group.
- 6.6. If an exception is made, the School's Designated Safeguarding Lead and the Head of Boarding (if appropriate) will be made aware of any student whose birthday falls outside the typical age range.
- 6.7. Final grade placement will be determined by the TASIS England Admission Committee.

7. Learning Differences

- 7.1. TASIS England does not discriminate in any way regarding entry. We welcome students with Learning Differences, providing that, with our Learning Resource Department, we can offer them the support that they require. TASIS does not offer a full continuum of special education programs.
- 7.2. Where a student who is deemed to have Learning Differences joins TASIS, the School will always consult with parents to ensure, as far as is practicable, that the required curriculum is provided.
- 7.3. We advise parents of children with any diagnosed or non-diagnosed Learning Differences, including physical disabilities, to discuss their child's requirements with the School before he or she visits the School so that we can determine if adequate provision is available.
- 7.4. The School can make reasonable adjustments in accordance with the Accessibility Plan to meet additional requirements of students where possible.
- 7.5. The School has limited facilities for students with Learning Differences but will do all that is reasonable to comply with its legal and moral responsibilities in order to accommodate the needs of applicants who have Learning Differences for which, with reasonable adjustments, the School can cater.
- 7.6. TASIS has a Learning Resource Center to provide additional academic, behavioral, and emotional support to students identified as having Learning Differences, in addition to that available in the classroom and elsewhere.
- 7.7. TASIS recognizes the importance of including students, parents and guardians, classroom teachers, special services staff, and administrators in a collaborative process for the delivery of services to students with Learning Differences.
- 7.8. TASIS provides a range of support services from Lower School through Upper School, which include:
 - a. initial assessment;
 - b. academic support and accommodations;
 - c. classroom guidance; and
 - d. individual counseling.
- 7.9. Admission is contingent upon a match between the student's and the family's needs and the level of services available. For that reason, the admission of any student is determined on a case-by-case basis using multiple sources of information such as school records, evaluations, and interviews with students, parents, and teachers.
- 7.10. It is very important that parents of students who have received additional services previously or who believe they may need additional support contact the Admissions Office as soon as possible. Failure to fully disclose information regarding a student's Learning Differences may jeopardize his or her current and future placement at TASIS.
- 7.11. Parents should provide a copy of any Educational Psychologist's report or a medical report to support the request for additional support, for example, extra time during tests or other special arrangements.

TASIS is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.

- 7.12. Specific information relating to a child with Learning Differences will be considered by the administrators and Learning Resource personnel who make determinations about admissions.

8. English-as-an-Additional Language

- 8.1. The School will make provision for students who have English-as-an-Additional Language (EAL) in the assessment procedure.
- 8.2. The School does not regard students as having a “learning difficulty” solely because the “language or medium of communication of the home is different from the language in which he or she is or will be taught” (Education Act 1996, Section 312(1), (2) and (3)).
- 8.3. Students who have EAL will be provided with appropriate support for their language needs. Students will be assessed in order to gauge the level of support required to ensure equal access to the curriculum along with other aspects of life at the School.
- 8.4. Our School has a specific policy and procedures for students requiring English-as-an-Additional Language (EAL). Please see our EAL and Language Policy and associated handbooks for Lower, Middle, and Upper School.

9. Settling In

- 9.1. We understand that changing school, home, relocating to the UK, or all three, can be both exciting and challenging for students and parents alike.
- 9.2. We work with each TASIS England family to provide a warm welcome, with plenty of support to help you and your child to find your feet. This includes help and advice with the practicalities of transition, including moving to England, as well as supporting you with the social side of settling in.
- 9.3. Our active TASIS England parents’ groups are invaluable school assets. They work hard throughout the year organizing events and providing advice and information to ensure your whole family feels like they belong at TASIS England.

10. Re-Enrollment Policy

- 10.1. Re-enrollment for the following year is not automatic. In February, families will receive a re-invitation letter indicating the likely status of their child’s enrollment for the following year. Subject to enrollment status, all returning students are required to complete online re-enrollment and submit the deposit by April 1 to re-enroll at TASIS England for the following academic year.
- 10.2. TASIS England reserves the right to rescind an offer of re-enrollment for academic and/or disciplinary reasons. If TASIS feels that it can no longer meet the needs of the child or the family, it will give advance notice of the possibility of non-renewal of contract.
- 10.3. TASIS England completes a re-enrollment process every year. Re-invitation letters are sent to all eligible students every February. All returning students are required, subject to re-invitation status, to complete online re-enrollment, and to lodge a deposit by April 1 to re-enroll at TASIS England for the following academic year. If students do not intend to return for the following academic year, they must complete the withdrawal process either online or on paper, notifying the admissions office of the reason for withdrawal, future school information, and appropriate contact information.

11. Enrollment Deposits and Fees

- 11.1. The enrollment deposit will be applied as follows:
- a. For day students, the deposit will be applied towards the second semester tuition.
 - b. For boarding students, the deposit will be held in credit by the School, rolled over for subsequent years, or refunded at the end of the final year, less any additional expenses accrued by the student.

- c. If the student fails to start or is withdrawn from school, the deposit will be retained by the School.
- 11.2. Once enrollment or re-enrollment has been confirmed, the entire year's required fees are due for payment as specified on the tuition fee schedule.
- 11.3. There is no reduction or refund for absence, withdrawal, or dismissal, except in accordance with our Cancellation Rules and/or the withdrawal conditions found in Sections 14 and 15 below.
- 11.4. A student will not be permitted to attend classes if school fees and expenses remain outstanding.

12. Boarding Students - Unavoidable Delays in Arrival

- 12.1. Our curriculum is designed for person-to-person learning. In limited circumstances, Hybrid Learning (i.e., online access to classes) can be made available to students however it is not a replacement for being in class. We encourage families to ensure students arrive in time for the start of school but recognize that there may be times when a delay is unavoidable.
- 12.2. Once a student is accepted, families require a Confirmation of Acceptance for Studies (CAS) to apply for a student visa. TASIS England will issue a CAS when a family completes the following enrollment process:
- a. Sign and submit the enrollment contract with the required enrollment deposit.
 - b. Pay the required tuition.
 - c. Provide translations of transcripts and other school reports, birth certificates, and any other documentation that is not in English.
- 12.3. Once TASIS England issues the CAS, a student is considered to be “matriculated.” At this point, the Academic Office will register the student for classes.
- 12.4. If a matriculated student is **unavoidably** delayed in arriving at TASIS England (e.g., when there is a delay in the visa application process), they will be eligible for Hybrid Learning and must contact the Upper School office by emailing attendance@tasisengland.org to request access.
- 12.5. Our Hybrid Learning Program is designed to provide access to learning for those students and families who face emergency situations beyond their control. Many of these emergency situations will be related to the ongoing disruption caused by the COVID-19 virus. To access this program, parents and/or students must request permission in advance (whenever possible) from the Upper School office so that we can assist and ensure clear and timely communication with our teachers who will be offering this flexibility. Requests for Hybrid Learning will be considered by the Upper School administration under the following conditions:
- a. COVID-related matters (isolation, illness, travel disruption, etc.)
 - b. Visa delays
 - c. Relocation to the UK
 - d. Extended long-term illness prohibiting the student from being on campus, supported by a medical certificate
- 12.6. Requests for Hybrid Learning will not be considered for short-term illness, sick days, medical appointments, or holidays outside of term time. For these non-emergency situations, a student can complete tasks and catch up with classwork through materials left on Google classroom.

13. Visa Denials

- 13.1. The majority of visa applications to study at TASIS England are approved in the first attempt. On rare occasions a visa has been denied because of missing or incorrect documentation in the application. To prevent a visa denial, it is important for the family to follow all directions provided by the UK Visas & Immigration (UKVI) website as well as specific information from the TASIS England Admission Office. If the student is denied a visa, the family will receive a letter stating the reason for the denial and will need to send a scan of the official letter from UKVI to the TASIS England Admission Office. The family must not try to apply again using the original Confirmation of Acceptance (CAS) as it will be automatically denied,

so please ensure we are notified as soon as possible. TASIS England will help the family determine if it is possible to rectify the situation and issue a second CAS. Please note that TASIS England will issue a maximum of two CAS per student.

13.2. If, in the unlikely event that the visa is denied a second time, TASIS England will withdraw the student's enrollment and issue a refund of the tuition, less the non-refundable deposit.

14. Cancellation Rules

14.1. Enrollment may be cancelled prior to the start of school with no further contractual obligation to one another beyond the following:

- a. If the contract is cancelled by completing the Admissions Withdrawal Form prior to June 1, the non-refundable deposit will be held but all additional tuition fees and payments will be refunded.
- b. If the contract is cancelled by completing the Admissions Withdrawal Form on or after June 1, but before August 1, the non-refundable deposit will be held and the family will be obligated for 10 percent of the tuition referenced above.
- c. If the contract is cancelled by completing the Admissions Withdrawal Form on or after August 1, all payments and deposits made to the School will be retained by TASIS England. In addition, the family shall be obligated for the full amount of tuition referenced above and any other fees or expenses that may be due and owing at the time of cancellation, subject to the withdrawal conditions found in Section 15 below.
- d. If a student's initial enrollment is outside the traditional August start date:
 - If the contract is cancelled by completing the Admissions Withdrawal Form 60 days prior to the start date, the non-refundable deposit will be held but all additional tuition fees and payments will be refunded.
 - If the contract is cancelled less than 60 days from the start date, all payments and deposits made to the School will be retained by TASIS England. In addition, the family shall be obligated for the full amount of tuition referenced above and any other fees or expenses that may be due and owing at the time of cancellation, subject to the withdrawal conditions found in Section 15 below.

15. Withdrawal Policy and Procedure

15.1. Once enrollment or re-enrollment has been confirmed, no refund or reimbursement of fees is payable in the event of subsequent withdrawal. However, a refund of a student's second semester fees will be available (other than for students who have been suspended, dismissed, or expelled) if:

- a. A completed Withdrawal Form is received by the TASIS England Admissions Office no less than 60 days prior to the end of the first semester; and
- b. TASIS England has accepted a replacement student to take the place of the withdrawing student in the same grade and program, and that the replacement student begins classes at the start of the second semester.

15.2. No reduction of fees will be granted in respect of a student's absence from school. No records, recommendations, or reports will be released until all financial obligations have been met.

15.3. This policy includes transfers to TASIS Switzerland during the academic year and any transfers from boarding to day status. The School will also retain the enrollment deposit if the student withdraws during the academic year.

15.4. Our withdrawal process is as below:

- a. On withdrawal, a Withdrawal Form must be completed and returned to TASIS England Admissions Office, including details of child(ren)'s next school, parent contact details, authorization for the alumni office to remain in contact, and reason for withdrawal from TASIS. If the next school is not known, the Admissions Office will continue to contact the family until the new school details are provided.

16. Force Majeure

The School reserves the right at its sole discretion to suspend the obligations in the contract for the period of time that a condition of Force Majeure exists. "Force Majeure" means an act of God, strike, lock-out, act of public enemy, war, blockade, pandemic, civil disturbance, or other causes beyond the reasonable control of the School such as to make Remote Learning impossible or impracticable, as determined solely by the School. The School shall immediately notify parents/guardians of any suspension due to a Force Majeure event. The School and parents/guardians agree to use their best efforts to eliminate the effects of the Force Majeure event and to resume performance of the contract as soon as possible after the Force Majeure event ceases. The School is not liable for any costs incurred by parents/guardians due to delays or non-performance of obligations as a result of the Force Majeure event.

17. Remote Learning and Cancellation of In-Person Activities

17.1. The School reserves the right at its sole discretion to suspend any or all in-person activities and programs. The School shall continue to provide Remote Learning subject to the Force Majeure section above. "Remote Learning" may be comprised of synchronous (real-time) and asynchronous online learning, temporarily or indefinitely as part of the whole-class instruction, in smaller groups of students, and/or in a one-on-one context for the 2021-22 academic year.

17.2. Notwithstanding that the enrollment contract is being signed during the COVID-19 crisis, all parties will continue to comply with the terms of the contract. For greater clarity, in the event that the School is required to close its physical locations and facilities and/or students are prohibited from returning to the campus of the School during the 2021-22 academic year pursuant to UK Government policies and regulations, or pursuant to COVID-19 outbreak measures:

- a. Parents/guardians agree to continue to comply with the obligations set out in the contract, including the obligation to pay fees to the School.
- b. Parents/guardians acknowledge and understand that the School may extend the 2021-22 school year into the summer months, including July and August 2022, if deemed necessary by the School.
- c. Parents/guardians understand that there are certain fixed costs and financial obligations for the School even when changing to remote learning or cancelling in-person activities. Whenever possible, the School will in its sole discretion realize and pass any cost savings to families (e.g., cancelled bus journeys, pro-rated partial boarding fees in the event that all boarding houses are closed and after fixed costs are assessed, reduced catering costs, etc.).

18. Health and Safety Protocols

18.1. In signing the enrollment contract, parents/guardians confirm that they have read and fully understood the entirety of the School's COVID-19 Safety Plan as outlined in our Back2TASIS webpage and our school policies, including the expectations of parents/guardians and students, and the importance of cooperation by parents/guardians and members of the school community in ensuring a healthy and safe return to school. They acknowledge and understand that the Plan is subject to change based on applicable public health guidance, legislation, and directives, and that notice of amendments will be shared by the School. They acknowledge and agree that it is the responsibility of parents/guardians to review these amendments as may be issued from time to time. Parents/guardians confirm that they will comply with, and will reinforce to the student for her/his compliance, the expectations of the School with respect to the Plan and the 2021-22 academic year. They further agree to comply with COVID-19 health screening and safety protocols and public health guidance as they may be amended from time to time for the 2021-22 academic year. They understand and agree that misrepresentation regarding the information provided to the School by parents/guardians could result in exclusion of the student from the School.

18.2. Regarding parent notification procedures in the event of campus emergency, the School will make every effort to contact parents/guardians. In the event that the School cannot reach parents/guardians, day students will be sent home on their regular bus or, in the case of students using parent/private vehicle transportation, he/she will remain at the evacuation site until parents/guardians are contacted.