



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 England website. It is the responsibility of all staff to ensure that they are following the current version.

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Agreed by:

Head of School	Chair of the Board
Bryan Nixon	David King
23 January 2023	23 January 2023

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 Children and Families Act 2014;
 - c. The Equality Act 2010;
 - d. The Special Education Needs and Disability Code of Practice, 0-25 years (SEND Code 2015).
- 1.3. Other relevant documents:
 - a. Single Equalities Policy
 - b. Attendance Policy
 - c. School Prospectus
 - d. English-as-an-Additional Language (EAL) Policy
 - e. Accessibility Plan
- 1.4. TASIS England 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 60 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 is 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 age appropriate assessment procedures in place for the admission of all students seeking to join the school in order to assess each 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).
- 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 with the applicable registration fee. 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 will be sent to the parents.

- 3.5. The school has an open Admissions Policy, where anyone can apply, and a rolling Admissions Policy, where the Admission Committee will review an application once it is complete rather than waiting for an application deadline.
- 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 and students within those groups will be offered places before other applicants. If there is more than one candidate from this priority group applying for the same space, each will be considered individually by the Admission Committee to determine the best fit candidate. All places from Early Years upwards are considered based on the merits of the candidate's application and the time they completed the application. The Admission Committee will continue to accept candidates until the grade level and/or boarding spaces are 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 the best possible care of their children. This should include any relevant information about a child's educational needs which might be required to assess whether the school can properly cater for their needs. Please see Section 20, **Disclosure of Information** below.
- 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 (UK mail if the school is in the UK) directly from the school to the TASIS England Admissions Office, or be submitted electronically by the school to ukadmissions@tasisengland.org.
 - 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/Individual 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 School student questionnaire (Grades 6-13).
- 4.5. Step 5: Ask your child's main class teacher/s and other relevant person/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 (or, if your child is non-native English speaking, their English/EAL teacher) should complete the English/EAL Teacher recommendation form
- The mathematics teacher should complete the Mathematics Teacher recommendation form.
- The Head of School or Counselor should complete the Head of School/Counselor 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 the teacher who completes this recommendation form.

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

- a. The Admissions Committee will review a complete application and relevant documentation usually within one to two weeks of receipt. The decision to offer a place will be based on availability and the Admissions Committee's assessment of the applicant's ability to successfully achieve our academic requirements on a continuing basis, together with any specific requirements for the grade or program of study that may be applicable. Regard will be given to the requirements set out within the Equality Act 2010 (including Part 6, Schedule 10 and other relevant Parts & Schedules) of and the SEND Code of Practice for Schools.
- b. Specific programs of study at TASIS England, such as Advanced Placement and International Baccalaureate (IB) classes, may require particular prerequisites for admission. For the IB, while every application is considered individually, prerequisites for entry to the program normally include a 'B' average in previous and current courses of study. There may also be specific requirements for particular IB courses.
- c. 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.
- d. In some cases, where a student's math, language, or science background prevents participation in the program, TASIS England 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 Diploma Programme 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 of the year they are enrolling.
- e. If a family wishes to appeal an admission decision:
 - An appeal of an admission decision should start with an email or physical letter to the Director of Student Recruitment and Admissions. The email should request a review of the admission decision and include any additional information that might not have been available in the application (e.g. teacher reports, updated grades, test results, letters of reference, etc.). The Director will review the file and provide a response within two weeks.
 - An appeal of acceptance into the AP or IB programs should start with an email or physical letter to the Director of Student Recruitment and Admissions. The email should request a review of the decision and provide documentation showing the candidate has met the eligibility requirements to join the program. The Director will share the appeal with the Upper School Academic Office and a response will be provided within two weeks.
 - A final appeal can only be made to the Head of School after the first appeal has been successfully concluded. The final appeal should be an email or letter to the Head of School asking for a review of the decision, and provide the same evidence given in the original email and an explanation why additional consideration is merited. A response to the final appeal will be provided within two weeks.

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 England 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.
- 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 and, in particular, 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 (DSL) 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 the level of support that is required. TASIS England does not offer a full continuum of special education programs.
- 7.2. Where a student who is deemed to have learning differences joins TASIS England, the school will always consult with parents/guardians to ensure, as far as is practicable, that the required curriculum is provided and their needs can be met.
- 7.3. We advise parents/guardians of children with any diagnosed or undiagnosed learning differences, including physical disabilities, to discuss their child's requirements with the Admissions Office before they visit the school so that we can determine if adequate provision is available.
- 7.4. The school can make reasonable adjustments in accordance with the duties under the Equality Act 2010 and the school's Accessibility Plan to meet additional requirements for students, where possible and practicable.
- 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 England 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 England recognizes the importance of including students, parents/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 England 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/guardians of students who have received additional services previously, or who believe they may need additional support, contact the Admissions Office as soon as possible to discuss their requirements. Failure to fully disclose information regarding a student's learning differences may jeopardize his or her current and/or future placement at TASIS England.
- 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.
- 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. In accordance with the Children and Families Act 2014 (s.20), the school does not regard students as having a learning difficulty or disability solely because the language (or form of language) which is or has been spoken at home is different from the language in which they are, or will be, taught.
- 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 school.
- 8.4. Our school has a specific policy and procedures for students requiring English-as-an-Additional Language (EAL) and applicants may need to demonstrate sufficient English Language levels in order to be admitted. 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/guardians 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. Failure to complete the re-enrollment and submit the deposit by this date may mean a student is not re-enrolled for the following year.

- 10.2. TASIS England reserves the right to rescind an offer of re-enrollment for academic and/or disciplinary reasons. If TASIS England 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 [and aim to discuss this with the family].
- 10.3. 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 and 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.
 - b. 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 Policy and Procedures' found in Sections 15 and 16 of this policy. This applies to late enrollment (i.e., due to visa delays), absence, withdrawal, suspension, or permanent exclusion.
- 11.4. A student will not be permitted to attend classes if school fees and expenses remain outstanding.

12. Unavoidable Delays in Arrival

- 12.1. Our curriculum is designed for in-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. If a student is **unavoidably** delayed in arriving at TASIS England, they may be eligible for Hybrid Learning. Parents must contact the Head(s) of the relevant school section(s) to request access. Contact the Admissions Office for the email addresses of the Head(s) of Section.
- 12.3. Our Hybrid Learning Program is designed to provide access to learning only for those students and families who face emergency situations beyond their control. To access this program, parents/guardians must request permission in advance (whenever possible) 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 administration under conditions such as:
 - a. Unavoidable delay in relocation to the UK.
 - b. Extended long-term illness prohibiting the student from being on campus, supported by a medical certificate.
- 12.4. 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 Applications

- 13.1. 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.
- 13.2. 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.

14. Visa Denials

- 14.1. 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.
- 14.2. 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.

15. Cancellation Rules

- 15.1. Enrollment may be canceled prior to the start of school with no further contractual obligation to one another beyond the following:
- a. If the contract is canceled by completing the Admissions Withdrawal Form prior to June 1, the non-refundable deposit will be retained by TASIS England but all additional tuition fees and payments will be refunded.
 - b. If the contract is canceled by completing the Admissions Withdrawal Form on or after June 1, but before August 1, the non-refundable deposit will be retained by TASIS England and the family will be obligated for 10 percent of the tuition set out in the tuition fee schedule.
 - c. If the contract is canceled 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 in the tuition fee schedule 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 16 below.
 - d. If a student's initial enrollment happens during the academic year (e.g., starting later in the semester or for a January start), or the enrollment process is completed during the summer (after June 1 and prior to the start of school):
 - If the contract is canceled by completing the Admissions Withdrawal Form 60 days prior to the start date, the non-refundable deposit will be retained by TASIS England but all additional tuition fees and payments will be refunded.
 - If the contract is canceled 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 set out in the tuition fee schedule 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 16 below.

16. Withdrawal Policy and Procedure

- 16.1. 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 or permanently excluded) 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.
- 16.2. 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.
- 16.3. 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.
- 16.4. Our withdrawal process is as follows:
- a. A Withdrawal Form is completed and returned to the TASIS England Admissions Office, including details of the child(ren)'s next school, parent contact details, authorization for the alumni office to remain in contact, and reason for withdrawal from TASIS England. If the next school is not known, the Admissions Office will continue to contact the family until the new school details are provided.

17. Force Majeure

- 17.1. 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 in-person and 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.

18. Remote Learning and Cancellation of In-Person Activities

- 18.1. The school reserves the right at its sole discretion to suspend any or all in-person activities and programs due to local, national, or global emergencies. The school shall continue to provide Remote Learning subject to the Force Majeure section above. 'Remote Learning' may consist 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.
- 18.2. 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 pursuant to UK government policies and regulations:
- 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 school year into the summer months, including July and August, 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 canceling in-person activities. Whenever possible, the school will in its sole discretion realize and pass any cost savings to families (e.g., canceled bus journeys, prorated partial boarding fees in the event that all boarding houses are closed and after fixed costs are assessed, reduced catering costs, etc.).

19. Health and Safety Protocols

- 19.1. In signing the enrollment contract, parents/guardians confirm that they have read, fully understood, and will comply with the entirety of the TASIS England Health and Safety Policy as well as the school's response to respiratory infections as outlined in the Back to TASIS page on the school website. This includes the school's expectations of parents/guardians

and students, and the importance of cooperation by parents/guardians and members of the school community to promote health and safety at school. These protocols are subject to change based on applicable public health guidance, legislation, and directives. The school will share amendments within policy updates. Parents/guardians acknowledge and agree that it is their responsibility to review these amendments as may be issued from time to time. Parents/guardians confirm that they will comply with, and will reinforce to their children for their compliance, the expectations of the school. Misrepresentation of, or failure to disclose, information about a student's health, specifically related to communicable/infectious illnesses, could result in exclusion of the student from the school.

- 19.2. 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, they will remain under the school's care and supervision until parents/guardians are contacted.

20. Disclosure of Information

- 20.1. Parents/guardians must provide TASIS England with complete and accurate information about their child(ren) during application, enrollment, and matriculation, including all prior and current academic, educational, medical, emotional, or psychological issues or concerns along with all necessary documentation from previous schools or doctors, including testing results. Any additional or updated information from teachers, counselors, administrators, medical professionals, and specialists should be provided on a timely basis. If complete and accurate information is not provided, TASIS England may be unable to provide services or accommodations, may withdraw an offer of admission, and/or may suspend or permanently exclude the student from TASIS England at any future date.