SHREWSBURY
HIGH SCHOOL

Admissions Policy

Shrewsbury High School

August 2026

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1 Aims

1.1 This is the admissions policy of Shrewsbury High School (the **School**).

1.2 The aims of this policy are as follows:

1.2.1 to set out the particulars of the School's policy on and arrangements for admission to the School;

1.2.2 to describe how the School identifies and admits children who will benefit from the education and other opportunities available at the School and who will contribute to and benefit from the ethos and activities of our School community;

1.2.3 to ensure compliance with the School's responsibilities under the Equality Act 2010.

2 Vision

Our core values of Character, Endeavour and Achievement shape everything we do from Nursery to Sixth Form. Our purpose is to build pupils of character and enable them, through their own endeavour, to achieve beyond the bounds of expectation. Our vision is to provide an education, within an inclusive, caring and purposeful community, that is an exciting journey of discovery for each individual, opening doors to a world of possibilities. Our promise is to promote happiness, guide discovery, have fun, realise potential and deliver excellence – consistently and reliably for all of our pupils.

3 Scope and application

3.1 The procedures set out in this policy apply at each of the main points of entry to the School and also to candidates for occasional vacancies in any other year group.

3.2 The procedures set out in this policy do not apply to existing pupils who are progressing through the School.

3.3 Prospective parents should also consult the School's terms and conditions, which are available on the website.

3.4 This policy should be read alongside the 'ILG Right to Study' policy, available from the School on request.

4 Regulatory framework

4.1 This policy has been prepared to meet the School's responsibilities under:

4.1.1 Education (Independent School Standards) Regulations 2014 (as updated 2026);

4.1.2 Statutory framework for the Early Years Foundation Stage (DfE, September 2025);

4.1.3 School Attendance (Pupil Registration) (England) Regulations 2024;

4.1.4 Education and Skills Act 2008;

4.1.5 Childcare Act 2006;

4.1.6 Equality Act 2010;

4.1.7 Any immigration or visa rules if applicable;

4.1.8 Data Protection Act 2018 and UK Data Protection Regulation (UK GDPR). Last updated March 2023; and

4.1.9 SEND Code of practice: 0 to 25 years (DfE and Department of Health and Social Care, January 2015. Last updated April 2020).

4.2 This policy has regard to the following guidance and advice:

4.2.1 Children missing education (DfE, September 2016); and

4.2.2 Working together to improve school attendance (DfE, August 2024).

5 Publication and availability

5.1 This policy is published on the School website.

5.2 This policy is available in hard copy, on request, from the School office.

5.3 This policy can be made available in large print or other accessible format if required.

6 Responsibility statement and allocation of tasks

6.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.

6.2 To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

Task	**Allocated to**	**When / frequency of review**
Keeping the policy up to date and compliant with the law and best practice	Director of Marketing, Admissions and Communications	As required, and at least annually
Monitoring the implementation of the policy, relevant risk assessments, any action taken in response and evaluating effectiveness	Director of Marketing, Admissions and Communications	As required, and at least annually
Maintaining up to date records of all information created in relation to the policy and its implementation as required by the UK GDPR	Director of Marketing, Admissions and Communications	As required, and at least annually
Seeking input from interested groups (such as pupils, staff, parents) to consider improvements to the School's processes under the policy	Director of Marketing, Admissions and Communications	As required, and at least annually
Formal review	Proprietor	As required, and at least every two years

7 Equality, diversity and disability

7.1 All candidates for admission will be treated equally, irrespective of their or their parents' race, sexual orientation, religion or belief, pregnancy or maternity, sex, gender reassignment

or any disability. Candidates will also be treated equally in respect of their parents' age, sex or marital or civil partnership status.

7.2 The School is inclusive and welcomes applicants with disabilities and special educational needs. The School currently has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.

7.3 Parents of a child who has any disability or special educational needs should provide the School with full details on registration. The School needs to be aware of any particular requirements which may affect a child's ability to participate in the admissions procedure and to take full advantage of the education provided at the School.

7.4 The School shall determine the reasonable adjustments that are required for the applicant based on the information provided, in accordance with the School's obligations under equality legislation. The School will consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the child and that the School can cater adequately for the child should an offer of a place be made.

7.5 In instances where provision is above the remit of the school's resources for example Occupational Therapy or Speech and Language, in order for the child to access the full curriculum, parents would be advised that an additional cost may ensue or support should be sought outside school.

7.6 The School serves a diverse community, and some pupils have English as an additional language. Pupils who are at an early stage of learning English as an additional language (i.e. those who join the School with little or no English) or who are at a more advanced stage of learning English but still below the level of competence expected within their age group, will require additional support from an EAL specialist. This extra provision is not included in the school fees.

7.7 Pupils in Years 1 to 6 must aim to achieve a reasonable degree of fluency in English in order to cope with the academic and social demands of the School.

8 Procedures

8.1 Prospective parents can contact the School via email admissions@shrewsburyhigh.co.uk or via telephone 01743 494 038.

8.2 A prospectus is available to parents on request and can either be collected in person or posted out to the prospective parents. This contains information about the School, photographs and contact details.

8.3 To register for a place, parents are required to complete a registration form which is available on the School's website and to pay the applicable registration fee. Pupils may be registered for entry at any time after their birth. Additionally, we kindly request copies of your child's passport, birth certificate, and immigration status (if applicable). This follows our Right to Study policy. This is available from the School on request.

8.4 Prospective pupils and their parents are encouraged to attend one of the School's open mornings or are welcome to arrange a tour of the School at another time. Parents should contact the Admissions Office to make an appointment to see the Head, the Head of Juniors or Nursery Manager as appropriate, in order to discuss their application. No child is admitted until personal contact has been made.

8.5 **Entry points**: The following procedures apply at each of the main points of entry (September) and also to candidates for occasional vacancies in any other year group.

8.6 **Admissions procedure**: The School's admission procedure has the following elements:

EYFS

- A tour and meeting with the Nursery Manager for Nursery places.
- Informal assessment to take place during taster days
- Applications are open throughout the year

Junior school

- A tour and meeting with the Head of Juniors and Admissions team
- Informal assessment to take place during taster days
- Report and reference requested from current school
- Applications are open throughout the year

Senior school

- A tour and meeting the Head and Admissions team
- Candidates are required to sit an online CAT4 assessment testing verbal, non-verbal and quantitative skills. Pupils joining Year 7 will also sit a short Maths and English paper. All students joining the senior school, at any entry point, will be asked to sit the CAT4 assessment.
- All applicants into Year 7 can apply for a scholarship. External applicants only into Year 9 can apply for a scholarship.
- Report and reference requested from current school
- Candidates will also have a short interview with the Head

Sixth Form

- The school welcomes applications into the Sixth Form from external candidates
- There are grade requirements for entry to the Sixth Form which are usually a Grade 6 in the subjects students are applying to study. The final decision will be made with the Head.
- Information relating to subject choices / changes to subject choices
- The school reserves the right to cancel any courses which do not have sufficient numbers of applications at A level.
- All applicants into year 12 can apply for a Scholarship. Internal applicants already in receipt of a scholarship are not able to apply for another scholarship. Their existing scholarship remains with them until the end of Year 13.

8.7 **Interview**

In all cases there will be a general interview to explore the candidate's interests, attitude to school, personal qualities, ability to contribute to the School community, support available at home and any relevant connection with the School.

8.8 **Taster day**

8.8.1 The pupil will be invited to spend the day with their prospective Form Group to (informally) assess academic ability, attitude and behaviour, involvement in the School community, talents and interest, and any other special circumstances such as special education needs, or a disability.

8.8.2 In the case of a child presenting with additional learning needs, the School may request additional taster days.

8.9 **Settling in days**

8.9.1 For Nursery applications, children will be invited to a number of 'settling sessions' prior to their entry in order that they might be familiar with the environment and their classmates before they start.

9 Admissions criteria

9.1 The admissions criteria are:

9.1.1 satisfactory meeting with the parents and interview/discussion with the child;

9.1.2 successful taster day;

9.1.3 verifying the child's immigration status and nationality if applicable, including assessing whether the child requires sponsorship from the school to secure a visa for studying in the UK;

9.1.4 commitment to the School's ethos as described in the School's aims; and

9.1.5 ability to meet the needs of the child.

9.2 The School reserves the right to offer places to pupils whom it believes will benefit from the education provided and whose educational and pastoral needs the School can reasonably meet. Admission may be declined where, in the professional judgement of the School, it would not be able to provide adequately for a child's needs within its current staffing, facilities, or resources. The School will also consider whether a pupil is likely to be suitable to flourish in the environment both socially and academically.

9.3 The School reserves the right to withdraw the offer of a place, where information material to the admissions decision has not been disclosed.

9.4 All candidates must have the legal right to live and study in the UK.

9.5 **Oversubscription for entry at age 4**: If the School has more applicants than places available, we offer places in the following order of priority: (1) Children of staff within the Inspired Learning Group; (2) Siblings of current or former pupils, and; (3) all other pupils in strict order of registration. Please note that admission is not automatic and the candidate must meet the admissions criteria.

9.6 It is assumed that pupils will automatically progress through the School, subject to them meeting the required standards of behaviour and progress.

10 Bursaries

10.1 Bursaries are available and are means tested. Please contact the School or the School's parent company, Inspired Learning Group, for further information.

11 Sponsored students

11.1 Families who require our sponsorship for their visa to enter the UK, will need to pay a £950 legal fee to our legal advisers. Families opting to pay the full year's fees in advance (3 terms) will have the £950 visa application legal fee associated with the Child Student Visa application absorbed by Inspired Learning Group. It's important to note that this arrangement excludes students who receive a scholarship or bursary from the school.

12 Training

12.1 The School ensures that guidance and training is arranged for those who are responsible for maintaining the Admission Register.

12.2 The level and frequency of training depends on role of the individual member of staff.

13 Record keeping and confidentiality

13.1 All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.

13.2 A confidential admissions record will be kept for each candidate.

13.3 The School will provide specific pupil information on request to the Secretary of State, or the local authority who may wish to examine and take extracts of registers for schools in their area.

13.4 Admission register

In accordance with the requirements of the Education (Pupil Registration) (England) Regulations 2024 for pupils admitted to the School, the School will:

13.4.1 maintain an admission register (sometimes referred to as the school roll); and

13.4.2 inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points

13.4.3 enter the names of all pupils (both compulsory and non-compulsory school age) on the admission register, as well as other required contents set out in Chapter 7 of the guidance;

13.4.4 keep the admission register electronically, backed up at least monthly. A printout should be done at least termly, and kept securely by the School;

13.4.5 preserve every entry for six years;

13.4.6 only delete a pupil's name from the admission register for a reason set out in the guidance.

13.5 The records created in accordance with this policy may contain personal data. The School has a number of privacy notices which explain how the School will use personal data about pupils and parents. The privacy notices are published on the School's website. In addition, staff must ensure that they follow the School's data protection policies and procedures when handling personal data created in connection with this policy. This includes the School's Data Protection Policy and Information Security Policy.

14 Version control

Date of adoption of this policy	August 2026
Date of last review of this policy	January 2026
Date for next review of this policy	Spring 2028
Policy owner (School)	Director of Marketing, Admissions & Communications