



TRRS ADMISSION POLICY

INTRODUCTION

This policy and outlined process ensures a structured and transparent approach to admissions, aligning with the school's standards and facilitating a positive experience for both students and parents. Please note that our class size is strictly twenty (20) pupils. Applications will only be considered where there is a vacancy.

Initial Enquiry:

Prospective parents express interest in the school, either through the school's website, direct contact, or admission enquiries.

Information Sharing:

The school provides prospective parents with detailed information about the admission process, including school policies, curriculum, facilities, and fees.

Application Submission:

Parents complete and submit the official Application Form alongside any required documentation (i.e academic reports/transcripts, reference letters, and health records)

Application Review:

The Admissions Department reviews the submitted applications, considering factors such as returning pupils, siblings etc.

Admission Policies and Criteria:

- a. Returning Pupil Policy: Priority is given based on the date of the previous admission, particularly for siblings seeking admission in the same class.
- b. Sibling Policy: Priority is determined by the date of admission of a sibling in cases where there are multiple siblings seeking admission in a specific class.
- c. General applicants are considered after assessing if there are returning pupils and siblings.
- d. Admission criteria for all policies include the performance of a student in the assessment.
- e. Enrolment considers the age of the applicant, with 31st August of a given year as the cut-off date. Please note the year groups and corresponding ages for The Roman Ridge School as outlined in the Prospectus.

Entrance Assessment:

Students may be required to undergo an entrance assessment to evaluate their academic abilities, language proficiency, and readiness for the school's curriculum.

Interview (if applicable):

An interview with the student and/or parents may be conducted to assess the compatibility of the student with the school's values and educational philosophy.

Admission Decision:

The Sectional Head thoroughly assesses an applicant's application to TRRS, using the stipulated guidelines and criteria, assessment results and interview feedback, to determine an applicant's suitability. Additional documentation may be requested at this point. Sectional Head will then prepare a recommendation for the Principal's approval to admit.

Offer of Admission:

All applications must be approved by the Principal for an offer of admission to be extended. Once approval has been confirmed, successful applicants receive an official offer of admission, including details on enrolment procedures, fees, and any other relevant information from the Administrator.

Enrolment Confirmation:

Parents confirm their acceptance of the offer paying the required fees within the stipulated timeframe.

Orientation and Transition:

The school organises orientation sessions for new students and parents to facilitate a smooth transition into the school community.

Commencement of Classes:

Once all requirements are fulfilled, students officially commence classes and become fully integrated into the academic and social life of TRRS.

