



TERRA NOVA
SCHOOL

Admissions

@ Terra Nova School





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Welcome to Terra Nova School

Whether you are already in Cheshire or considering a move to the area, the team at Terra Nova School hopes to be a valuable resource in helping you find the right School for your child/ren.

Our role is to help provide you with as much information as possible to enable you to make the best decision for you and your family.

Much of our communication with you will take place by email or telephone, but nothing can replace a visit to the School. We actively encourage you to visit us, to tour the facilities and get a feel for the engaging community. We also encourage you to bring your children with you on a tour, if possible.

This booklet describes the admission process and answers many commonly asked questions. On joining the School you will also receive the welcome pack and other helpful resources. These documents will cover many of your questions and we hope you will find them useful. Please visit our website, Facebook or Twitter pages for additional and up-to-date news.

We look forward to introducing you to all that Terra Nova School has to offer you and your family.

Kind Regards

Admissions, Marketing and Communication Team

Year Level Guide

Each application is reviewed by the Admissions Committee, comprising of the Head of relevant School, Admissions Team, the Learning Resource Centre (if applicable), and the Headmaster. Admission is based on academic evaluations and assessments, English proficiency, past School records, a pupil interview, teacher recommendation in the form of a confidential report, and any diagnostic testing that will help the Admissions Committee to understand any special learning needs an applicant may have.

Age	Year Level	Key Stage
2.5	Nursery	Early Years
4	Reception	
5	Year 1	Junior Prep Key Stage 1
6	Year 2	
7	Year 3	
8	Year 4	
9	Year 5	Senior Prep Key Stage 2
10	Year 6	
11	Year 7	
12	Year 8	



Admission to Terra Nova School

Introduction

The Governing Body of Terra Nova School ('The School') applies its regulations concerning admissions fairly and equally to all those who wish to attend the School.

The School recognises the DfE framework for School admissions introduced in September 2000 but is not bound to conform to the terms of the framework.

Terra Nova School provides education for boys and girls ('Pupils') aged 2.5 to 13 years of age.

Pupils can enter the School once they reach 2.5 years of age.

The admission of a pupil may take place at any time during the year.

General Information

Terra Nova School is an independent prep School for children aged 2.5 to 13 offering flexible boarding for pupils aged 8 to 13. The School has a christian ethos but welcomes staff and children from many different ethnic groups, backgrounds and creeds. Pupils are required to respect human rights and freedoms and uphold the values of British society. We fully support the general principles as detailed in Part 3 of the Children and Families Act 2014 and the SEN and Disability Code of Practice, 0-25 years 2014 (SEND Code 2014) and the Equality Act, 2010.

All applications will be treated on merit and in a sensitive manner.

Admission process overview



Complete and submit a registration form, along with a non-refundable registration fee of £75 and any required supporting documents.

The registration process is now complete.



The Admissions Committee will review the file to ensure the application satisfies the admission criteria and check to confirm that there is a space available.



Candidate meets entry requirements



Application denied. Parent informed.



Place offered/
accepted

A surety fee of £500 is required, along with a signed copy of the terms and conditions to secure the child's place at the School.

Deferment
requested

One deferment will be allowed, but application will be considered withdrawn/ closed thereafter.

Waiting
list

If there are more candidates than available places the applicant will be placed on a waiting list.

Application closed. Candidates may re-apply after one academic year has passed.

Admission criteria

The School aims to have 2 forms in each year group, with a maximum class size of 20 pupils per form.

If a year group is full then a pupil may be placed on a waiting list for entry. Where there is a case of oversubscription, places are allocated at the Headmaster's discretion and will take into account the following factors:

- A sibling already in the School
- A family is moving into the area with more than one child that wishes to attend the School
- Parents are ex-pupils of Terra Nova School
- Pupils have exceptional personal/domestic circumstances
- Pupil's performance in entrance assessments
- Parents are required to declare in advance of entry any circumstances that may affect the admission of their child (these may include family circumstances, special educational needs, physical or emotional impairment or any disabilities).

Criteria for entry

All pupils from Year 1 and above will be informally assessed to establish a child's ability to access the School's curriculum.

- The assessment may take the form of appropriate literacy and numeracy tests and possibly cognitive ability tests and is dependent on age and specific needs.
- A teacher comment report will also be required from a pupil's existing School.
- The last two school reports must be supplied as part of the admission process.
- Parents are obliged to declare fully any diagnosed or suspected special educational needs or disability. Where this is the case, an assessment will be made by the SENCO and a recommendation passed to the Headmaster.
- Pupils will be admitted if all the above are satisfactory and the school can support the child in their specific year group, amongst the current cohort of pupils.

Procedure for entry to Terra Nova School

The School publishes full details of the opportunities that it provides, on its website (www.tnschool.co.uk) and in the parent handbooks.

The School also publishes a schedule of fees and charges on its website. (Further details may be accessed through application to the Bursar).

All applications for admission must be made using the registration form.

On completion of the registration form and payment of the non-refundable registration fee of £75 a child's name is formally registered for entry in the School.

Provided that a pupil satisfies the criteria for entry and a place is available, the Headmaster will send a letter offering a place at the School. This offer will be accompanied by an acceptance form and the full standard terms and conditions. This form should be completed and returned to the School with payment of the Surety Fee of £500, which secures the child's place within the School. The Surety Fee is refundable at the end of a pupil's last term at Terra Nova School, less any expenses incurred.

Admission appeals

If the School does not offer a place to a pupil because in the opinion of the Headmaster it would not be in the best interests of the School or in the best interests of the applicant, the parents have the right to appeal against a decision to refuse entry. They can do so by applying to the Governors of Terra Nova School who will convene an appeals panel to consider the appeal.

The appeals panel decision is binding for all parties concerned. If the appeals panel decides that the School should accept a pupil then the School would do all that it can to provide the best education possible. Annual reviews will take place to ensure that the best interests of the School and child continue to be met.

The School aims to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Bursaries are offered in order to make it possible for as many as possible who meet the School's admission criteria to attend the School.

The School is committed to equal treatment for all pupils regardless of gender, race, ethnicity, religion, disability, sexual orientation or social background. The School's provision for bursaries is described below.

Special educational needs and disabilities

The School welcomes pupils with special educational needs or disabilities if it is confident it can support them within the School's resources taking into account 'reasonable' adjustments.

The School welcomes pupils with special educational needs provided that its learning support department can offer them the support that they require. Currently, this largely relates to specific learning difficulties such as dyslexia, dyscalculia, dyspraxia, autistic spectrum disorders, speech & language issues as well as medical conditions.

The School welcomes pupils with disabilities provided that our site can accommodate them. However, we strongly advise parents of children with special educational needs or disabilities to discuss their child's requirements with the School before they attend a taster day and sit any assessment, so that the School can make adequate provision for them. Parents should provide a copy of any professional reports relating to the pupil (for example, educational psychologist's report, speech & language therapy reports, medical reports) if they have them.

The School will discuss thoroughly with parents and their medical advisors the adjustments that can reasonably be made for the child if he/she becomes a pupil at the School.

Fluency in English

In order to cope with the academic and social demands of the School, pupils should ideally be fluent English speakers.

Tuition in English as an additional language (EAL) can be arranged at the parent's expense.

Religious beliefs

Although the School has a christian foundation, it does not select for entry on the basis of religious belief, and it offers the opportunity for all religions to practise their own faith. Families should discuss any specific issues or needs with the Headmaster.



Tuition Fees for 2019-20

Terra Nova School Fees include the following:

Break Terra Nova School Fees include the following:

- Breakfast club (if required) which includes specific care for smaller children and is available from 7.30am.
- A multiple-choice lunch including hot, cold and vegetarian options daily. (Food allergies and intolerances are fully catered)
- Snacks, drinks and fruit available at break times.
- In-school laundry and organisation of sportswear from Year 3.
- An extensive selection of free after-school clubs for all years.
- Swimming Lessons, Woodland Adventure, Music Time and French for our Early Years children.
- Supper (if required) from Year 3, and no additional cost if your child needs to stay until 6.30pm.

Early Years Foundation Stage	Per Term (5 days per week)
Nursery	£3,400
Reception	£3,600
Extra session (half-day in Nursery is charged at £35.)	

Junior Prep	Per term (Day fee)	Flexi Boarding cost per night	Weekend Boarding	Full Boarding
Year 1 and Year 2	£3,600	N/A	N/A	N/A
Year 3	£4,150	£35	£65 - £120*	£6,150
Year 4	£4,250	£35	£65 - £120*	£6,250

Senior Prep	Per term (Day fee)	Flexi Boarding cost per night	Weekend Boarding	Full Boarding
Year 5 to Year 8	£4,996	£35	£65 - £120*	£6,996

Boarding

Please inform the Bursar in advance if you wish your child(ren) to be enrolled into boarding.

Bedding is provided by the School if requested.

Weekend boarding options:

*Option 1 - Friday night dinner and activity, Saturday Breakfast, Saturday STEAM School (9.00am – 12 noon), Saturday lunch, collection at 1.00pm = £65

*Option 2 - Saturday STEAM School (9.00am – 12 noon), Saturday lunch, Saturday activity, Saturday dinner, evening activity, Sunday breakfast collection at 9.30am = £65

*Option 3 – Friday – Monday, breakfast lunch and dinner, STEAM School, all organised activities = £120

Super Novas (after School) for children age 2.5 to 7 years.
(holiday club) for children age 3 to 7 years.

Term Time - 4.00pm to 6.00pm

Snacks (biscuit and fruit) on arrival at 4.00pm, meal at 5.00pm, term time

Early Years, Year 1 & Year 2	Per day (Term time)
2.5 to 3 years	£15
3 years to 7 years	£12
Late pick up (after 6.00pm) - £5.00 per extra 10 minutes late for collection.	

Holidays - 8.30am to 6.00pm

Early Years, Year 1 & Year 2	Per day (Holidays)
2.5 to 3 years	£40
3 years to 7 years	£30
Late pick up (after 6.00pm) - £5.00 per child, per extra 10 minutes.	

Children are requested to bring a packed lunch when attending Super Novas in the holidays.



ACHIEVEMENT CERTIFICATE

This award in Mathematics is presented to

Thomas Nugent

challenge to further and deepen his

Discounts

There is a reduction for younger siblings when both are in the School:

2nd child	10%
3rd child (or more)	15%

A discount of 15% is available for children of previous pupils of Terra Nova School, clergy and members of HM forces (this will be instead of sibling discount if higher).

Registration

There is a non-refundable registration fee of £75.

Surety

A surety payment of £500 is payable before a child enters the School. This is retained until the child leaves, when the balance is returned after deduction of the final term's disbursements. It is also retained if the child does not join Terra Nova School and less than a term's notice has been given.

Extras

Extras are kept to a minimum and the permission of parents is obtained prior to such charges being incurred. The paid clubs and extras are shown in the School handbook.

Please note externally marked entrance examinations for Senior Schools are not included in the school fees.

Insurance

A School fees remission scheme in case of illness is available.
Children's personal property is not covered.

Payment of Tuition Fees

Each invoice must be paid by the first week of term. A pupil may be excluded from the School at any time when fees are unpaid and will be deemed withdrawn without notice 28 days after exclusion (when a term's fees in lieu of notice will be payable.) The School is agent only in respect of any goods and services, which are supplied by a third party via the School to pupils or their parents. Fees will not be refunded or waived for absence through sickness or if, in proper circumstances, a term is shortened or a vacation extended; or if a pupil is released home before the normal end of term; or if food has not been consumed; or for any other cause except in the sole discretion of the Headmaster.

Late Payment of Tuition Fees

All fees must be paid by the first week of term. Any outstanding fees after this date will be subject to a £50 administration fee, payable per child and interest will also be charged, calculated on a daily basis at 2.5% per month on the outstanding balance from the first day of each term. The right is reserved to make late payment charges in respect of any outstanding balance of fees, extras or other sums owed to the School, (including any administration and legal costs in relation to sums unpaid by the due date). Any sum tendered that is less than the sum due and owing may in any event be accepted by the School on account only.

Scholarships and Bursaries

Every scholarship and bursary is subject to high standards of behaviour, attendance and work. The terms of a scholarship or bursary and in particular terms upon which benefits may become repayable are set out in the offer letter (where applicable) to Parents. The offer of any scholarship or bursary must be kept completely confidential.

Withdrawal from the School

Notice to be given by parents means (unless the contrary is stated in these terms and conditions) a term's written notice addressed to and actually received by the Headmaster. No other notice will suffice. Notices must be hand delivered, emailed or sent by special delivery or guaranteed delivery post to the School address.

If a pupil is withdrawn on less than a term's notice, or excluded for more than 28 days for non-payment of fees, fees in lieu of notice will be immediately due and payable as a debt at the rate applicable to the term in question. The charge to a term's fees represents a genuine pre-estimate of the School's loss in these circumstances, and sometimes the actual loss to the School will be much greater. A pupil's decision to withdraw from the School shall, for these purposes, be treated as a withdrawal by parents.

Standard Terms and Conditions

A full copy of the Terra Nova School standard terms and conditions are available to view, download and print on the school website (www.tnschool.co.uk) admissions section.

School Uniform

Uniform is available from F R Monkhouse Ltd who have a shop in Cheadle Hulme and Stockport. Ordering is also available on their website which is at: <http://www.monkhouse.com>. It is important that your child comes to School in the correct uniform.

Full uniform details are also available to view, download and print on the School website (www.tnschool.co.uk) admissions section.

How to find Terra Nova School



Contact Details

Terra Nova School

Jodrell Bank

Holmes Chapel

Cheshire

CW4 8BT

Tel: 01477 571251

Email: admissions@tnschool.co.uk

Web: www.tnschool.co.uk





Term Dates for 2019-20

Autumn Term	
Start of term	30 August - 3 September: staff training 3 September: new pupil and family day 4 September: all pupils
Parent consultation day	11 October: School closed for pupils
Half term	18 October: School closes 4 November: School commences
Terra Nova School scholarship day	23 November
End of Term	18 December
Spring Term	
Start of term	6 January School commences
Half term	7 February: School closes 17 February: School commences
End of term	27 March
Summer Term	
Start of term	15 April
Half term	22 May: School closes 1 June: School commences
End of term	3 July at 1.00pm

Bank holidays

10 April 2019	Good Friday
13 April 2019	Easter Monday
4 May 2019	Early May bank holiday
25 May 2019	Spring bank holiday



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SCHOOL

Jodrell Bank, Holmes Chapel, Cheshire CW4 8BT

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Web: www.tnschool.co.uk