



Admissions Policy

“Twickenham Preparatory School seeks to create a safe, caring and happy Christian environment in which all pupils are valued and can thrive personally, socially and academically.”

Date Revised:	June 2017
Approval Body:	Board of Governors
Authorised by Chair of Governors:	
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Circulation:	Governors, all staff and parents

1. Introduction

Twickenham Prep School is a co-educational independent day school located in Hampton, for boys aged 4-13 and girls aged 4-11.

Admission decisions will be made on the basis of fair and objective criteria by the Headmaster and the Governors of the School to ensure compliance with the School's charitable purposes. Twickenham Preparatory School is a Christian school by foundation, ethos and practice.

2. Equal Treatment

The policy and admissions procedures are carried out in accordance with the Equality Act. No applicant will be treated less favourably during the application process or during assessment on the grounds of their sex, race, ethnicity, disability, religion, sexual orientation or socio-economic group.

We expect all pupils to attend our church services and school assemblies which are fundamental to our Christian ethos. However, parents may withdraw their children from collective worship.

3. Special Educational Needs and Disability

The School accepts pupils with Special Educational Needs, and/or learning disabilities providing that we believe we can offer them the support that they require. The School accepts pupils with disabilities provided that we believe that they can cope reasonably with the School site. At present the School's facilities, physical and otherwise, for pupils with a disability/ties are limited. Children with mobility difficulties would find the Pre-Prep an accessible environment being all on one floor; in the Prep department (due to the constraints of the building) access is more problematic as the building is multi-storey with numerous 'half landings', no lifts and several small classrooms that would make movement difficult for a less mobile child.

However, the School will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010, Children and Families Act 2014 and the Special Educational Needs and Disability Regulations 2014, in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.

The School needs to be aware of any known special educational need or disability which may affect an applicant's ability to participate in the admissions process and take full advantage of the education provided at the School. Parents of a child who has special educational needs or a disability, are required to disclose full written details to the School during the admissions process.

The School needs this information so that, in the case of any child with particular needs, the School can assess those needs and 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.

If the School determines during the admissions stage, that after a thorough process of consideration it is not reasonable to provide the aids or services identified for the pupil in question, the School may pass on the charge for an adjustment or service where this goes beyond what is reasonable for a pupil at the School. Considerations of cost will be taken into account in the process of deciding what is reasonable for the School to have to do or provide without charge.

Similarly, if special educational needs or a disability become apparent after admission, the School will consult parents about reasonable adjustments in order to allow the pupil to continue at the School.

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

4. Disclosures

Parents must as soon as possible disclose any particular known or suspected circumstances relating to their child's health and/or allergies.

If an undisclosed special educational need or disability becomes apparent after a place at the School has been accepted, the School reserves the right to withdraw the offer of a place.

5. Application Process

5.1. Reception: 4+ Entry

The main point of entry to the School is to Reception at age 4+. Pupils start in the September following their fourth birthday.

Pupils may upon receipt of a completed registration form together with the registration fee be registered for entry at any time after birth. Registration is accepted in date order. When the School considers the registration lists are full, later applicants are placed on a waiting list. In the event of entry being oversubscribed priority will be given to:

- Children of staff at the School
- Siblings of pupils at the School
- Those pupils considered to be best suited to the academic nature of the School

In the Spring Term of the year preceding entry, formal offer letters requesting a deposit and signed acceptance of the School's Terms and Conditions are sent out to those on the entry list. Acceptance deposits must be returned by the stated date or it will be deemed that the place is no longer required. The deposits are non-returnable in the event of a cancelled acceptance. For pupils who join the School this deposit is returned when they leave the School. Following the final date for payment of the deposit the waiting list may become operational.

5.2. Occasional Places

There may be 'occasional' places available in other year groups. A waiting list will operate for all years that are fully subscribed.

Children seeking 'occasional' places after Reception are always assessed before entry. In Year 3 and above the assessment is in English, Mathematics and Reasoning, and children are offered places if their ability and potential is of a similar standard to the group they would be joining.

The School reserves the right to hold an assessment morning if appropriate.

Priority on the waiting list for occasional places will be given to:

- Children of staff at the School
- Siblings of pupils at the School
- Those pupils considered to be best suited to the academic nature of the School.

Please note that admission for children of staff at the School or siblings of pupils at the School at any entry point is not automatic. There may be occasions where it is felt that a child of a staff member or sibling of a current pupil is likely to thrive better in a different educational environment.

6. Bursaries and Scholarships

Bursaries may be available to existing parents who due to a change in circumstances find themselves unable to afford the fees either in full or part. Means testing is used to determine whether a bursary is awarded and to what value. Parents whose child receives a bursary will be required to provide information on an annual basis regarding their current financial circumstances, so that the level of award can be reviewed and adjusted where necessary.

Scholarships may be awarded to boys entering Year 7 in recognition of exceptional promise in academic work.

Bursaries and scholarship awards are a discretionary privilege and are subject to conditions. Pupils will be expected to apply themselves fully to realise the benefit of the award.