

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.”

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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. The School currently has c.285 pupils.

Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Twickenham Prep School. We hold a number of open events throughout the year, which give a general introduction to the School. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact the School Office on 020 8979 6216 or email office@twickenhamprep.co.uk to arrange a visit.

2. The Entry Procedure

The main point of entry to the School is from four years of age into Reception. Pupils start in the September following their fourth birthday. We admit up to 40 pupils a year to Reception. The School may also have occasional places (see 2.2) at other ages. Please contact the Admissions Registrar for details.

2.1 Reception: 4+ Entry

Pupils may upon receipt of a completed Admission Application 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 (see 6 below)
- Siblings of pupils at the School (see 6 below)
- 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.

2.2 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. Children are offered places if their ability and potential is of a similar standard to the group they would be joining.

The School may choose 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 (see 6 below)
- Siblings of pupils at the School (see 6 below)
- Those pupils considered to be best suited to the academic nature of the School.

3. Equal Treatment

The School is committed to equal treatment for all, regardless of a child's sex, race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background.

4. Special Educational Needs and Disability

The School is inclusive and welcomes children with disabilities and special educational needs, promoting a positive culture towards their inclusion. The School will not treat such children less favourably on these grounds. The School will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 and the Special Educational Needs and Disability Act 2001 in order to accommodate the needs of children who have disabilities or needs for which, with reasonable adjustments, the School can cater adequately.

The School will consult with parents about the adjustments that can reasonably be made for their child both during the application process and later as a pupil, should the offer of a place be made.

The School will do all that is reasonable to ensure that the information and application process is accessible for disabled applicants and will make such reasonable adjustments as necessary.

Similarly, if special educational needs or a disability become apparent after a place at the School has been accepted, the School will consult with the parents about adjustments that can reasonably be made in order to allow the pupil to continue at the School.

5. Disclosures

It is vital that the School is made aware of any need/s that may affect the child's ability to participate in the admissions process and/or take full advantage of the education provided by the School. Parents of a child who has any such disability or special educational need will be required to disclose full written details when completing and submitting the Admission Application Form.

The School will take the following steps when a disclosure is made:

- Any disclosed condition or requirement will be noted by the Admissions Registrar and reviewed by the Head, Head of Pre-Prep, Deputy Head and Head of Learning Support (as applicable).
- If further information is required, the prospective parents (and their child's medical advisers, if appropriate) will be consulted regarding the adjustments that can reasonably be made for the child both during the application process and later as a pupil, should the offer of a place be made.

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

6. Children of Staff and Sibling Policy

Admission is not automatic for children of staff and siblings. There may be occasions where the School judges that a child of a staff member or sibling is likely to thrive better in a different educational environment.

7. 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 performance including in the Senior Prep Scholarship Exams.

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.

8. Religious Beliefs

The School welcomes applications from prospective pupils of all faiths and no faith.

Although the School has Christian roots, the School does not select for entry on the basis of religious belief.

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.

9. Complaints

The School's Parental Complaints Policy can be viewed on the School's website.

10. Records and Review

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice and Data Retention and Storage Policy.

The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose. This will generally be no more than 12 months following an unsuccessful application, but reasons to retain for longer might include: e.g. if the parents express an interest in the candidate re-applying for any reason at a later date, or in the potential candidacy of another sibling; or to deal with any ongoing matters or queries arising from the application.

11. Parent Contract

The Parent Contract is available on the School's website and will be provided to parents as part of the admissions process.