



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:	April 2023
Approval Body:	Board of Governors
Authorised by Chair of Governors:	
Date Approved:	17 th April 2023
Review Schedule:	3 Years
Circulation:	Governors, all staff and parents

Table of Contents

1.	Introduction.....	2
2.	The Entry Procedure	2
3.	Equal Treatment.....	3
4.	Special Educational Needs and Disability	3
5.	Children of Staff Policy and Sibling Policy	4
6.	Bursaries	4
7.	Financial Information	5
8.	Progression Through School.....	5
9.	English as an Additional Language	5
10.	Religious Beliefs	5
11.	School’s Terms & Conditions	5
12.	Complaints	6
13.	Records and Review	6

1. Introduction

Twickenham Prep School (TPS) 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.280 pupils. We offer two form entry from Reception to Year 6, moving to one form in Years 7 & 8 (Senior Prep). Our class sizes are typically up to 20 pupils.

Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We hold a number of open events throughout the year, which provide a general introduction to the School. Details are published on our website. We are also very happy to welcome prospective parents and their children by appointment at other times.

Please contact the Admissions Registrar to arrange a visit on:

- 020 8979 6216 or
- admissions@twickenhamprep.co.uk

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 across two Reception classes.

The second point of entry is into Year 3 (7+ Entry). At TPS we don't increase the number of forms at this stage, so regrettably we are unable to guarantee that places will be available.

The third point of entry is into Year 7 (Senior Prep). This is a popular choice for those boys who will be transferring to local senior schools or boarding schools at 13+.

Outside of these entry points the School may have additional 'occasional places' (see 2.3) that become available within other year groups. Please contact the Admissions Registrar for further details.

2.1 Reception: 4+ Entry

Pupils may upon receipt of a completed Admission Application Form together with proof of identification, immigration status (for non-British or Irish citizens) and 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 to Reception 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. To secure the place, 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-refundable in the event of a cancelled acceptance. For pupils who

join the School, this deposit is credited to the final invoice on your child's leaving. The waiting list will become operational following the final date for payment of the deposit.

2.2 Year 3: 7+ Entry

For entry into Year 3 we hold an annual 7+ Assessment Morning in the Autumn Term before the year of entry.

Invitations will be sent to all those on the waiting list for Year 3 entry. Registration documents and a registration fee are required to confirm attendance.

Further details regarding the assessment process can be found in 2.4 below.

2.3 Occasional Places

Children seeking 'occasional' places after the September intake in Reception, are always assessed before entry. Should the year group be full, your child's details will be placed on a waiting list. If a place becomes available your child will be invited for an assessment, possibly along with other children on the waiting list.

2.4 Assessment Process

Assessments are used to determine offers of occasional places from current Reception upwards (this includes 7+ and Senior Prep entry points). The aim of the assessments are as much to determine suitability to the School, in terms of attitude, potential and effort, as it is simply to determine current academic ability. The School is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum.

No specific preparation for the assessments is required; all children start on an equal footing, with identical opportunities to display their aptitude. From Year 1 upwards the assessment covers Maths, English and Reasoning. Activities will be carefully explained at the start of each session so lack of experience of formal test conditions will not disadvantage the children.

Following assessment, available places will be offered to those pupils considered to be best suited to the academic nature of the School. Among this group, priority will be given to:

- Children of staff at the School (subject to 5 below)
- Siblings of pupils at the School (subject to 5 below)

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 does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, provided we can offer them any support that they require and cater for any additional needs and that our site can accommodate them, making such reasonable adjustments as necessary. We aim

to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

We require parents of children with special educational needs, disabilities or allergies to discuss their child's needs with the School during the admissions process.

Parents should provide along with the Admission Application Form full details of all relevant information, including a copy of an educational psychologist's report or a medical report if they have one. This is so that the School can assess their child's needs and discuss with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if they become a pupil at the School, to ensure:

- Their child will be able to access the education offered
- The health and safety of their child and the health and safety of others
- Their child is not put at a substantial disadvantage compared to a pupil who is not disadvantaged due to a disability.

There may be exceptional circumstances in which the School is unable to offer a place for reasons relating to a child's disability. For example, if, despite reasonable adjustments, the School is unable to ensure it is able to meet any of the points raised above.

Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and the pupil starting at the School. The School requires parents to be pro-active in updating the School as to any significant changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the School. However the School may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming in their communications with the School about any material change to their child's circumstances.

5. Children of Staff Policy and Sibling Policy

Most children of staff and siblings join us at TPS. However, admission is not automatic and there may be occasions where the School judges that a child of a staff member or a sibling is likely to thrive better in a different academic environment.

6. Bursaries

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. An external company is used to manage initial processing of all bursary applications and a final decision is then made by the School's Finance Committee.

Both parents are required to provide proof of their income and assets. The level of support may vary according to parental need. Before the offer of a bursary is confirmed, an external assessor appointed by the School will normally visit the family at their home.

Bursaries are always time limited with the family normally required to provide fresh information about its circumstances for every year that their child attends the School. Levels of support may vary with fluctuations in income or wealth.

Bursaries are a discretionary privilege and are subject to conditions. A bursary may be withdrawn in accordance with the terms upon which such award is made or otherwise in accordance with the School's Bursary – Conditions of Award.

7. Financial Information

Any applicant for a place at the School, may at the discretion of the School be required to provide additional financial information and/or undergo checks to confirm that they are able to pay the School's fees.

8. Progression Through School

The School's expectation is that pupils will progress through the School automatically from Pre-Prep to Prep and Senior Prep (boys).

However, pupils' academic performance and personal development are closely monitored throughout their time at the School. The School will always act in the best interests of the pupil and if it is felt that a pupil is not thriving as expected, these concerns will be discussed with the parents at the earliest opportunity. Following consultation with parents, in some circumstances, a recommendation will be made that an individual pupil is better suited to an alternative educational setting. The School will work closely with parents in this situation to find an alternative setting, liaising with the new school over provision and transfer.

9. English as an Additional Language

It is important for the School that pupils are able to access the curriculum and participate in all aspects of school life. Therefore, with the exception of the September intake into Reception, an initial assessment will be made for those pupils for whom English is an Additional Language (EAL), (prior to making an offer). This is to ensure that with relevant support, pupils with EAL will develop to their full potential within the school's environment. If an offer is made, parental support in learning English would be expected, this may also include English tuition which can be arranged (at parents' expense).

10. Religious Beliefs

The School welcomes applications from prospective pupils of all faiths and of 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.

11. School's Terms & Conditions

The terms upon which the School educates pupils are set out in the School's Terms and Conditions which are on the School's website and will be made available to parents as part of the admissions process.

12. Complaints

The School's Parental Complaints Policy can be viewed on the School's website. The Parental Complaints Policy is not available for use by prospective parents.

13. 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 twelve months following an unsuccessful application, but reasons to retain for longer might include:

- If the parents express an interest in re-applying for any reason at a later date
- The potential candidacy of another sibling
- To deal with any ongoing matters or queries arising from the application.