



This policy applies to all pupils at Town Close House including those in EYFS.

ADMISSIONS POLICY

GENERAL

Town Close House Preparatory School is a co-educational independent school for pupils from ages 3 to 13. The School has approximately 500 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 us. We hold two Open Mornings during the course of the year, which give a general introduction to the School, one is in October and the other in May. Details may be found on our web site. We are also very happy to welcome prospective parents and their children at other times. Please contact, our Admissions Secretary, Mrs Monica Feilden on 01603 620180 or email on admissions@townclose.com to arrange a visit.

THE ENTRY PROCEDURE

The usual points of entry are from 3 years of age/ Nursery. 4 years of age/ Reception and at 7 years of age/Year 3. We admit an additional 6 pupils at Year 2. We may also have occasional places at other ages. Please contact our Admissions Secretary for details. Parents wishing their child to join the School should complete the registration form which is at the end of this document. Places are allocated following an assessment visit and are always subject to a satisfactory report being received from a child's previous school, where this is relevant.

EQUAL TREATMENT

Our aim is 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. Generous 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.

Town Close House Preparatory School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background. Our provision for bursaries is described below.

SPECIAL NEEDS

We do not discriminate in any way regarding entry. We welcome pupils with special educational needs, providing that our Learning Support Department can offer them

the support that they require. We welcome pupils with physical disabilities provided that our site can cope with them. However, we advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with us before he or she visits for assessment so that we can make adequate provision for him/her. Parents should provide a copy of an Educational Psychologist's report or a medical report to support their request, for example for extra time in examinations or other special arrangements.

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

THE ASSESSMENT PROCESS

We are academically non selective but there may be circumstances, particularly where entry to our EYFS is concerned when a child's social and emotional development is insufficient for him or her to benefit from the curriculum we provide. In such a case parents would be invited to re-apply when the child is a little older. Our aim is to be certain that each child will flourish at Town Close House.

Assessment from the age of 6 involves the child spending the day with us so that he or she has a clear idea of what it is actually like to be at Town Close House. We assess the child's reading and reasoning ability, the purpose being to help us assess which set or stream they should be in. Day visits are arranged with our Admissions Secretary.

THE ADMISSIONS CRITERIA

In many year groups the School is over-subscribed, and therefore unable to offer a place to all those who apply for admission. Although pupils are assessed before an offer of a place is made, we do not select on academic ability. The assessment is designed only to ensure that prospective pupils show the basic ability to benefit from the broad and varied education we offer. We have, and aim to keep, a natural healthy mix both of academic abilities and girls and boys. We believe that this reflects much more closely the broad mix of society that children will experience in adult life.

Accordingly we try to apply the following criteria as even-handedly as possible:

- A balance between boys and girls
- Priority to children with siblings already at Town Close House
- Priority to children of former pupils of the School

Thereafter we take into account the date pupils were originally registered on our admissions lists.

SIBLING POLICY

Most siblings join us at Town Close. However, admission is not automatic, and there may be occasions where we judge that a sibling is likely to thrive better in a different academic environment.

SCHOLARSHIPS

Town Close House Preparatory School offers 8 scholarships a year for excellence in:

- Academic subjects - four awarded at 11+
- Music - two awarded at 10+/11+
- Sport - two awarded at 10+/11+

Scholarships are held for the duration of a pupil's time at the School, provided his or her conduct is satisfactory.

Purpose of Scholarships

Scholarships are designed to reward excellence and to celebrate exceptional talent. In recognition of this achievement, the scholar is offered an award of up to 25% reduction in the fees throughout his/her time at Town Close. In addition, music scholars are offered free tuition in two musical instruments. Parents are asked to indicate on the registration form at the end of this document whether they wish to apply for a scholarship. Details of the arrangements will be sent to all who express an interest.

We encourage parents of Scholars who anticipate that they will experience difficulty in meeting the balance of the tuition fees, to apply at the same time for one of the School's means tested bursaries described below, when they register their child.

Academic Scholarships: Candidates who apply for academic scholarships sit an examination in January prior to the Autumn entry. All candidates will be invited to spend an assessment day with us.

Music Scholarships: Music scholarships are awarded to outstanding musicians who play any instrument or sing with exceptional ability. Candidates must obtain a specialist reference from their current Head of Music in addition to a reference from their Headmaster. They will be required to perform short pieces on 2 instruments and to undergo aural and practical tests. There will also be interviews with the Director of Music, or a member of the Music Department. He/she will be expected to demonstrate enthusiasm for and commitment to music, and will be expected to make a contribution to the musical life of the School throughout their time at Town Close.

Music scholarships will only be confirmed once the candidate has spent a full assessment day with us.

Sports Scholarships: Sports scholarships are awarded to outstanding, all-round sportsmen/women who have achieved a high level of competence in two or more sports. He/she will be assessed and interviewed by the Head of Boys' Games, the Head of Girls' Games and the Head of Physical Education and will be expected to demonstrate qualities of leadership and team play of a very high order. Candidates will be required to provide a specialist reference from their current Head of Physical Education. They will be expected to make a significant contribution to the sporting life of the School throughout their time at Town Close.

Sports scholarships will only be confirmed once the candidate has spent a full assessment day with us.

BURSARIES

Our bursary programme is designed to enable those who meet Town Close House School's entry criteria, but cannot afford the fees and other costs, to take up a place here. We offer means tested awards, where the parents have indicated on the registration form that they need financial support. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need but can extend to full fee remission in cases of proven need.

Bursaries are always offered for 12 months at a time. The family is 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.

Bursaries are only offered to families who are resident in the UK.

The School's practice is to allocate available bursary funding on entry. The School's expectation is that parents, who do not choose to apply for a bursary at the time that their child is being assessed, will not require financial support throughout the time that their child attends the school, except in wholly unforeseen circumstances.

FLUENCY IN ENGLISH

In order to cope with the academic and social demands of Town Close House School, pupils must be fluent English speakers.

RELIGIOUS BELIEFS

The ethos at Town Close House School is one of tolerance and mutual respect rooted in Christian values, but we do not in any way select for entry on the basis of religious belief.

SCHOOL'S CONTRACTUAL TERMS & CONDITIONS

Copies are on the School's web site and will be made available to parents as part of the admissions process.

COMPLAINTS

We hope that you and your child do not have any complaints about our admissions process; but copies of the School's complaints procedure can be sent to you on request.

*Last Reviewed July 2011
Next Review September 2012*



Registration Form

[to be completed by parent or guardian]

PLEASE USE **BLOCK CAPITALS**

Surname of child: _____ Boy/Girl

First names (underline preferred name) _____

Date of birth: _____ Nationality: _____

Proposed date of admission (term and year): _____

What future school(s) are you considering after Town Close?

What are your educational expectations for your child at Town Close? _____

Parents' Details

	Father		Mother
Title:			
Name:			
Address:			
Occupation:			
Religion:			
Home tel:			
Work tel:			
Mobile:			
E-mail:			
Fax:			

Please mention here the names of any other members of the family attending the school or registered for entry, or any other connection with the school:

Please state name and address of present school together with the name of the Head teacher and date of entry:

Please state the person who has legal responsibility for the above named child:

Please state the person who has parental responsibility for the above named child:

Please state any circumstances relating to your child. Please tick as appropriate:

Autism		Allergies		Aspergers Syndrome	
Hearing impairment		Dyslexia		Dyspraxia	
		Visual impairment		Special diet – please specify	
Other:					

(Please enclose the most recent Education Psychologist's report, if you have one)

Please tell us about ANY concerns that have been raised about your child's development:

Has your child has been referred to any medical professional? If so please give details:

Please let us know any special arrangements that need to be made for your child during his/her assessment visit?

Does your child speak a language other than English? *(If so, please specify his/her first language)*

Do you wish to apply for Bursary Assistance in respect of the fees? _____

(Bursary assistance is offered subject to confirmation of financial status, the availability of funds, and is subject to annual review. Details of arrangements for Bursaries and application forms will be sent to everyone who expresses an interest).

Do you wish to apply for an academic/music/ sports scholarship at 10+/11+? _____

(Details of the arrangements for tests for scholarships will be sent to everyone who expresses an interest. Scholarships are awarded in recognition of excellence in a subject, not for financial support. Applicants are welcome to apply for Bursaries as well as scholarships).

Declaration

We request that the name of the above-named child be registered as a prospective pupil AND we enclose a cheque for the non-refundable Registration Fee of £100 (cheques to be made payable to Town Close House Educational Trust Ltd).

We understand that:

1. registration of our child as a prospective pupil does not secure our child a place at the School but does ensure that our child will be considered for a place at the School;
2. the School may process personal data about our child, including sensitive personal data such as medical details, for the purpose of administering its list of prospective pupils and administering its selection procedures and we consent to the processing of our child's personal data (including sensitive personal data) for these purposes;
3. in the event that our child is offered a place at the School, such an offer will be subject to the School's terms and conditions for the provision of educational services, which will bind us in the event that we accept the place.

First signature:		Second signature:	
Name in full:		Name in full:	
Relationship to child:		Relationship to child:	
Date:		Date:	

A copy of the current edition of the standard terms and conditions is available on request.

The information collected on this form will be added to the School's database It will be held in the School office It will not be sent to anyone outside the school without your permission It will be kept for 6 years
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