



# TOWN CLOSE SCHOOL

NORWICH'S FINEST PREP SCHOOL • FOR GIRLS & BOYS • 3-13 YEARS

## ADMISSIONS POLICY v4.2

### GENERAL

Town Close School (the "School") is a co-educational independent, day school for pupils from ages 3 to 13. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. Please contact our Admissions and Marketing Manager on 01603 599030 or email [admissions@townclose.com](mailto:admissions@townclose.com) to arrange a visit.

### THE ENTRY PROCEDURE

We admit children into all year groups, throughout the year, where space permits. Please contact our Admissions and Marketing Manager for details. Parents wishing their child to join the School should complete the registration form which can be found in the Admissions Section of our website. Places are allocated following an assessment/taster visit and are subject to a satisfactory report being received from a child's previous school, where this is relevant.

### EQUAL TREATMENT

The School is committed to equal treatment for all. This is regardless of, but not limited to, a candidate's ethnicity, religion, gender, sexual orientation or social background. We aim to attract children from a wide range of backgrounds and there is provision for bursarial support where a child's circumstances give rise to a particularly strong need for a Town Close education. The application process is described below.

### SPECIAL EDUCATIONAL NEEDS

We aim to attract children with a wide range of talents in many different areas. The School welcomes applications for admission from all sections of society and is non-discriminatory in line with the Equality Act (2010) and Equal Opportunities Policy. In deciding whether to offer a place, we work with families to assess whether Town Close School is an appropriate environment in which the child concerned can flourish, taking into account the child's needs and the needs of those around them as well as the support available from our Learning Support Department. We welcome pupils with disabilities and seek to make all reasonable adjustments to make attending Town Close School possible. All relevant information needs to be shared with us at the time of application.

## **INDEPENDENCE**

We expect all children joining the School to be toilet trained. While we accept that children have occasional accidents and may need help at times, we do not expect them to be wearing nappies or training pants when they start in Nursery. It is important that they have already learnt a degree of independence in this aspect of their school life. Town Close does, however, recognise that some SEN needs and other developmental or home circumstances may result in children arriving at the School with under-developed toilet training skills. Therefore, we would be grateful if you could inform us if your child is not fully toilet trained as soon as possible prior to your child joining the School, so that we can discuss this with you and assess whether the School is able, with reasonable adjustment, to meet your child's needs as per our policy relating to Special Educational Needs.

## **THE ASSESSMENT PROCESS**

We are typically academically non-selective. However, there may be circumstances when a child's academic, social or emotional development may inhibit his or her ability to benefit from our school environment or the curriculum we provide. In circumstances where we do not believe that we can provide appropriately for a child's specific needs, or a child may not benefit fully from a Town Close education, a place may not be offered. Our aim is to be certain that each child will flourish at Town Close School.

We also reserve the right to consider the individual needs of each child and whether these can be met through reasonable adjustments that will not be to the detriment of the individual child or their cohort.

The assessment process varies depending on the child's age and is outlined below:

For entry to Nursery and Reception (rising 3-5 years of age) children are invited in for an informal visit where they are observed undertaking various activities in a relaxed school environment for approximately one hour. It is expected that most pupils from the nursery will proceed onto Reception and therefore need to have the potential to thrive within our setting.

For entry to Year One (5-6 years of age) children are invited to spend half a day at the School and are observed undertaking various activities and as part of a class, whilst having the opportunity to experience life at the School and to meet new friends.

For entry to Year Two and Three (6-8 years of age) children are invited to spend the day at the School and to participate fully in the scheduled timetable. The child's academic potential is assessed informally through classroom observations.

For entry to Year Four and above, pupils are invited to spend the day at school and participate fully in the scheduled timetable. In most circumstances, children will also be invited to complete an entrance assessment on a separate day.

Please note that as part of the assessment process, on occasion a child may be invited to spend additional time at the School, or staff may visit them in their current setting, in order to gain a clearer picture of their development. There are times, e.g during a pandemic or if joining from overseas, the above admissions process may need adjusting.

## **SUMMER BORN CHILDREN**

Where a child is born late in the academic year, the School will consider requests for that child to be educated in the Year group below, for example starting Reception when already 5 years of age. Each case is considered on an individual basis and the School does not guarantee to accept requests. This opportunity may also be offered to pupils as they progress through the School if it appears that a child who is young in their year might benefit from repeating it. For this reason, the School is registered for children up to 14 years of age.

## **SIBLING POLICY**

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

## **BURSARIES**

Our bursary programme is designed to offer an opportunity for children to enjoy a Town Close education but whose parents cannot afford the fees and other costs. We offer means tested awards on this basis. Parents are required to provide proof of their income and assets to our independent assessors, Bursary Assessment Associates (BAA). The level of support varies according to parental financial circumstances but can extend to full fee remission. Bursaries are not usually awarded before a child starts in Reception.

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 financial support may vary with fluctuations in income. Bursaries are always conditional on a child exhibiting good behaviour and application.

The deadline for applying for bursaries is January 31<sup>st</sup> each year before the September entry. Applications are then reviewed and decisions communicated before the end of the spring term each year.

## **RELIGIOUS BELIEFS**

The ethos at the 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. We expect all children to attend all school assemblies. Assemblies include religious content and education but there is no attempt to advocate any particular religious belief.

## **SCHOOL'S CONTRACTUAL TERMS & CONDITIONS**

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

*Last Reviewed November 2024  
Next Review November 2025*