



# TOWN CLOSE SCHOOL

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

## ADMISSIONS POLICY v3.2

### GENERAL

Town Close School (the "School") is a co-educational independent school for pupils from ages 3 to 13 and has approximately 500 pupils. 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 620180 or email [admissions@townclose.com](mailto:admissions@townclose.com) to arrange a visit.

### THE ENTRY PROCEDURE

The usual points of entry are:

- 3 years of age - Nursery
- 4 years of age - Reception
- 7 years of age - Year Three

We also admit children at other ages 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 visit and are always 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, regardless of a candidate's race, ethnicity, religion, 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 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 trainer 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 Needs.

## **THE ASSESSMENT PROCESS**

We are 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, a place may not be offered. Our aim is to be certain that each child will flourish at Town Close School.

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

For entry to Nursery and Reception (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. Please note that there is an expectation that children will not need to wear nappies.

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 general assessments whilst having the opportunity to experience life at the School and to meet new friends.

For entry to Year Two and above (6-13 years of age) children are invited to spend the day at the School and to participate fully in the scheduled timetable. The child's reading and non-verbal reasoning is assessed at certain points during the day. Applicants for Years Two to Eight meet the Headmaster informally during the day.

Please note that as part of the assessment process, sometimes a child may be invited to spend additional time at the School in order to gain a clearer picture of their development. In addition, reports are requested from a child's previous school or nursery setting, where applicable, prior to an offer of a place being made. During

periods of pandemic, the above admissions process may need adjusting if visitors are unable to mix with current pupils.

## **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 the 14 years of age.

## **THE ADMISSIONS CRITERIA**

We have, and aim to keep, a natural healthy mix both of girls and boys and children with a range of talents and interests. We believe that this reflects much more closely the broad mix of society that children will experience in adult life.

Accordingly, we may prioritise some applications by applying the following criteria as even-handedly as possible:

- A balance between boys and girls
- A balance of talents, interests and abilities within a year group
- Priority to children with siblings already at Town Close School
- Priority to children of former pupils of the School

Thereafter we take into account the date pupils were originally registered on our admissions lists. It is important to note that, in the Nursery, children may join in the term that they turn three (the School is registered to admit two year olds on this basis) but priority is always given to those children in their final year before joining Reception.

## **SIBLING POLICY**

Most siblings join us at Town Close School. However, admission is not automatic and is subject to the same considerations as for all potential pupils.

## **BURSARIES**

Our bursary programme is designed to offer an opportunity for children who meet Town Close School's entry criteria, but whose parents cannot afford the fees and other costs, to take up a place here, particularly in circumstances where a child might benefit disproportionately from a Town Close Education. We offer means tested awards on this basis. Both parents are required to provide proof of their income and assets. The level of support varies according to parental financial circumstances but can extend to full fee remission.

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 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. The School does not normally offer bursarial support until children reach Reception age.

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.

## **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 September 2020  
Next Review September 2021*