



## THE TOWERS

### ADMISSIONS POLICY

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<b>Approved by :</b>	Governors - 10 December 2018
<b>Ownership:</b>	<b>Headmistress</b>
<b>Next Review:</b>	September 2019

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#### **Admission Procedure**

Once a decision has been made to apply for a place, parents must return the completed registration form accompanied by the following: registration fee; the most recent report from the current school; proof of identity; notification for any educational or medical circumstance of which the school should be aware.

On receipt of the registration form, if the parents have not had a tour they will be offered a tour of the school and an informal interview with the Headmistress or her Assistant Headteacher Pastoral/Academic. The office will contact the current school and ask them to complete a confidential report on the child in the September before they are due to start.

According to age the child may be required to sit an entrance test - see criteria below.

#### **Reception, Year 1, 2 and 3**

There is no entrance examination at this stage. Admission is at the discretion of the Headmistress following the child's introductory visit and an interview with his/her parents. Prior to the offer of a place, prospective pupils are required to spend a taster day with us, to introduce them to the daily routine and ensure a secure and confident start in their new school.

Parents and carers are warmly invited to visit the school by prior arrangement with or without their children. In the September following the child's fourth birthday, children may join the Reception class. Children with an autumn term birthday may join the Reception class for days or part days as part of their nursery education.

Parents interested in applying for a place should ask for a registration pack from the school office.

All fees are payable termly in advance. Proof of identity of the child (birth certificate or passport) must be shown to the Bursar if a claim is to be made for Early Years Free Entitlement (Early Years Provision).

### **Smooth Transitions**

We work hard to make the transition from home or another setting into The Towers as reassuring and comfortable for your child as possible. On application, children entering Reception will be offered a home visit from the reception class teacher. If your child is already attending and will continue to attend another EYFS provision, we will offer to visit that setting and ask for your permission to share information with them. Children will have many opportunities to spend time with the children and staff in the new class to provide a smooth transition. The Towers prides itself on the care shown by older children to their younger peers and the interaction between a wide range of ages in shared playtimes, mealtimes and whole school activities. This is just one aspect of many integral features of our transition systems within the school. The Early Learning Journal, Individual Learning Plans (Next Steps) and Child Centred Plans (CCP) are discussed and forwarded on to support the child's next stage of education.

Above all, our aim is for you to feel confident that your child is in safe caring hands for the duration of their education at The Towers and this can be achieved through a relationship of mutual openness trust and respect. We therefore invite you to contact us with any further questions you may have at any time.

We understand every child is unique and therefore the settling in process will be different for each child. Parents/Carers can discuss this at any stage with the Reception teacher, we offer an open door policy.

### **Years 4 to 11**

Children entering The Towers in Year 4 or above sit an Entrance Exam. The Entrance Exams are held in January, although it is possible to sit them at other times during the academic year. Children are tested in English, reasoning and mathematics. Prior to the offer of a place, prospective pupils are required to spend a 'Taster Day' with us, to introduce them to the daily routine and ensure a secure and confident start in their new school. Admission is at the discretion of the Headmistress following the child's introductory visit and a meeting with her parents, satisfactory references from previous schools and the attainment of acceptable results in the Entrance Exams.

Parents whose children are currently in another independent school are advised that the school will require confirmation from the existing school that fees are up to date and notice has been given. Outstanding fees or lack of notice could result in a place being withheld.

### **Special Educational Needs**

Parents of pupils with known Special Educational Needs must make available any reports from Educational Psychologists or teachers of Special Educational Needs. Failure to do so could lead to the offer of a place being withdrawn. The Towers is a small community and parents must be aware that whilst we aim to support all children with special educational needs some support may be beyond that which we or the buildings can provide. Parents of pupils who have a requirement for

special provision need to discuss this need with the school but must be aware that one-to-one extra support is likely to incur additional fees to cover the requirements.

### **Admissions Criteria**

The Towers is a Roman Catholic foundation and whenever there are more suitable applications than there are places available priority will be given to siblings and Catholic applicants. Applications for children of past pupils of the Sisters of the Blessed Sacrament, practicing Christians from other denominations, and children of all faiths and none are also welcome. However, parents of children of other faiths must be willing to allow their children to attend school acts of prayer and worship, and to support the school ethos. These pupils must obtain satisfactory results in the relevant Entrance examinations.

The academic range is wide and the school reserves the right to refuse pupils on the following grounds:

- Oversubscription; where applications exceed the number of places available
- Where the pupil's performance in the entrance test is so low that it is considered that The Towers would not be the right choice for the child
- Where the reference from the previous school is cause for concern
- Where the pupil's previous attendance record in their previous school has been unacceptably low without good reason

### **For pupils seeking entry during a year or in the middle of a term**

Please note that we must be sure that the Headteacher of the current school is aware of the proposed move before we can offer a place in writing.

**Gender** Boys are accepted throughout The Juniors, from Reception to Year 6. The Senior School is an all-girls school.

### **Familiarisation**

In all cases the child should spend some time in the school prior to admission. The amount of time will vary according to age but it is recommended that all children spend at least one day in the classroom they propose to join. The Senior School holds an Induction Day in June for prospective pupils of Year 7 and at the same time the Junior School also holds its own Induction Afternoon.

### **Integration**

In the unlikely event of a pupil being unable to settle into The Towers within a reasonable time after entry, we will consult parents with a view to advising them to seek an alternative school.

### **Withdrawals**

Notification of intention to withdraw a pupil at the end of term must be in writing and must arrive on or before the first day of that term otherwise a term's fees in lieu of notice will be due. Parents are asked to discuss alternative options; withdrawal is not always the only solution to a problem.