Tower College

Admissions

Academic Year: 2023-2024

# Admissions Policy

The school has a fair and open Admissions Policy. Our main concern is that children should enjoy the process of finding out about their new school and join with confident anticipation. Prospective parents and their families are invited to visit during the working day, and following this your child will usually take part in two taster days. These taster days will enable prospective pupils to become familiar with our school and routines, and make friends in their new form group. We also have Open Days after Easter and in October. Families need not wait for an Open Day and applications for admission can be made at any time during the year. We understand that starting a new school can be a difficult time for pupils of any age and we try to ensure that all new pupils have a good start and quickly feel confident and secure in their new school.

At Tower College we seek to ensure that all those pupils who are admitted to the school will thrive in the environment of high expectations, will be able to benefit from the rounded education provided and be happy within the school community. We recognise our duty to embrace diversity and to work to overcome prejudice. We do not discriminate on grounds of diversity, gender, identity, sexual orientation, marital status, race, colour, nationality, religion, disability or any other ground.

We see education as a partnership between the family and the school. We are committed to providing the highest quality of education for each child.

Criteria for Admission.

Tower College will review the suitability of the following when allocating a place:

* the school’s ability to meet the needs of the pupil;
* an available space in the appropriate age group;
* the social interaction with students/pupils on taster days;
* the academic potential of the student / pupil

Admissions Process

At the point of admission to the school we wish to establish a full partnership with parents in order to promote the interests of the pupil body. The partnership must be based upon mutual honesty and respect. We have the right to expect full disclosure of any learning support assessment or identified need and any behavioural or disciplinary issues known to parents at the point of application, and thereafter. This information is essential to assist with any interview or other assessment screening.

We seek to offer places to those whom we believe can contribute positively to the school community, and to whom we can educate and safeguard within our own teaching, pastoral and learning support structure. Applicants for places up to Year 6 will be expected to spend two full days, in school attending lessons with the appropriate age group. During the day staff will assess the pupils, in an appropriate way according to age, in literacy, numeracy and to make general comments about social interaction etc. Extra days may be requested, if necessary, in order to assess any special educational needs. Tower College is unable to access LEA state-funding for the allocation of one-to-one support, and the provision of one-to-one support is billable to parents and subject to the availability of appropriate staff. Please contact our SENCO for further information.

Applicants for places in Year 7 and above will attend school for at least two days and be given the opportunity to attend some lessons with the appropriate age group. They will also sit ability tests in Mathematics and English.

For any child that may require some additional support the SENCo will evaluate the child’s needs in collaboration with parents and any other additional outside agencies in order to ensure that the school is able to offer the appropriate levels of support and facilities.

Progress through the school is automatic but if there are occasions when such progression is not in the interests of either the child or the wider community, we would inform the parents well in advance and offer guidance as to future options for schooling.

Taster days or entrance exams can only be started after receipt of a completed registration form and registration fee. Once a place is offered and accepted in writing, it becomes binding. A date of entry is agreed. An application form must be completed and a registration fee provided prior to any start date.

Any offer is subject to our Tower College Parent Contract, which will be issued to the parents.

In the event that a year group is full the child’s name will be placed on a waiting list and informed when and if a suitable place becomes available

The waiting list is prioritised first by siblings, alumni and then by application.

## Place Allocation

Places are limited and are allocated subject to baseline assessments and/or entrance examinations. Tower College reserves the right to then prioritise allocations to siblings and alumni. If your child’s name is placed on our waiting lists, you will be informed by telephone, with confirmation in writing, immediately a vacancy occurs. Priority on waiting lists will be given to children whose siblings attend Tower College as we pride ourselves on being a family school. Other than sibling priority, all other applications are treated equally, so church attendance, proximity to the school, ethnicity etc. have no bearing on place allocation.

Any offer of a place is conditional on both parents signing and agreeing to the Tower College Parent Contract along with satisfactory school reports. All places will be offered with the understanding a year’s trial period must be completed successfully. Poor behaviour and/or attendance may lead to the place being withdrawn.

SMT reserves the right to request that the child undertakes further taster days at the school and/or further assessments being undertaken prior to a final decision being made about the offer of a place.

# Pre-Prep (Bluebird, Reception & Year 1)

Tower College Bluebird Class offers all children aged 3 and 4 years old the Universal Early Years 15 hours funded sessions. We also offer limited children aged 3 and 4 years old Early Years 30 hour funded sessions (15 Universal Hours plus 15 Extended Hours). Please contact the School Business Manager to check availability of 30 hour funded places.

Children in Pre-Prep must be able to perform basic hygiene routines independently, including toileting.

Our main intake is at the beginning of the academic year in September, but Pre-prep children may join us at any point in the term in which they have their third birthday.

## Registration and Taster Days

Application is made by means of the online registration form and a Registration Fee of £50. If a place is offered, a £500 deposit is requested to reserve the place on acceptance. The deposit is non-refundable but is deducted from your first term’s invoice.

Pre-Prep children pupils will attend ‘Taster Days’ during which they spend a day with their prospective new class. This gives them the opportunity to meet their new friends and teachers, and experience all the activities of the day, including using school transport.

A school lunch will also be provided and costs for this are covered in the Registration Fee, which should be sent alongside the online registration form before the ‘Taster Day’. During the day the class teacher will informally assess the child to ensure that appropriate educational provision is made.

**Pupils must be registered before they can attend a ‘Taster Day’**

Please note that the completion of the registration form and registration fee payment does not guarantee a place. This will always depend upon a candidate satisfying the School’s entrance criteria. You are advised to make a copy of your completed form before returning it.

The information you provide on the registration form will be held confidentially and will be used to provide the school with better information about your child to ensure that we provide the best possible service. Any information you provide on ethnicity/religion/language will be used solely to help the school ensure that all pupils have the opportunity to fulfil their potential. These statistics will not allow individual pupils to be identified. From time to time, such statistical information may be passed on to the Department for Children, Schools and Families (DCSF) to contribute to local and national statistics. Registered in England No. 810183 Charity No. 526611.

## Part-Time Pre-Prep

The favoured option from the parents’ and children’s perspective is that the part-time pupils will attend for two or three days per week, rather than having the disruption of a split day. If pupils attend for only mornings or afternoons they would miss out on the balance of activities which are structured differently in the mornings (teacher led) and afternoons (child led). We have also taken into account the fact that parents would be making three journeys per day if other siblings attend the school.

The two / three / four days would have to be selected in advance so that appropriate staffing levels can be arranged. If parents wish to change their days, they should contact Ms McNamara in the office. Fees will be charged on a pro rata basis, but invoicing procedures remain the same.

# Lower School (Years 2, 3, 4 and 5)

# Middle School (Years 6, 7 and 8)

# Upper School (Years 9, 10 and 11)

## Registration and Taster Days

Application is made by means of the online registration form and a Registration Fee of £50. If a place is offered, a £500 deposit is requested to reserve the place on acceptance. The deposit is non-refundable but is deducted from your first term’s invoice.

Prospective pupils will attend 2 ‘taster days’. This can be arranged by appointment on any school day that is convenient for both the pupil and the school. The prospective pupil will spend the day with their future classmates. This gives them the opportunity to meet their new friends and teachers, and experience all the activities of the day, including using school transport.

Children will be given a school lunch, drinks and fruit snacks throughout the day. They should wear their current school uniform, and they should wear shoes that are suitable for playing out and make sure they have a coat.

Ongoing throughout the day the class teacher will informally assess your child and in the morning will administer informal assessments which will be appropriate for the child’s age. We understand that very young children do not always achieve their best performance when in strange surroundings with people whom they do not know, so it is helpful if a report from a current school can be provided. A full reference may be requested from other schools if an application is made.

Staff and pupils alike make every effort to make visitors welcome, and our pupils are very good at looking after the new pupils, especially at playtimes and in the Dining Hall where life can be daunting when you are new.