



Twyford School

# Admissions Policy

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Mr Andrew Harvey  
*Headmaster*  
*Reviewed November 2021*

This policy is applicable to all pupils, including those in the Early Years Foundation Stage.

# Admissions Policy

Revision: 32

Last saved: 15 June 2022

## 1. Overview

*Twyford School is a co-educational, family school which offers places to children who will be happy and thrive academically. Successful applicants will be those whom the School believes will be able to benefit from the whole educational experience which it has to offer.*

*Twyford School aims to provide equality of opportunity regardless of gender, pregnancy or maternity, ethnicity, culture, linguistic background, colour, disability, religion or belief, sexual orientation, gender reassignment, special educational needs or disability. Pupils for whom English is an additional language are catered for at Twyford School, and our Special Education Needs and Disability policy explains the support provided for those children who have specific learning difficulties and/or disabilities. There is no additional charge for support provided by our staff.*

*The School is keen for children to participate in extra-curricular activities and to immerse themselves in the boarding ethos of the school.*

*Twyford School is co-educational and places are offered to ensure a suitable balance and mindful of the physical constraints on the facilities.*

Entry into Twyford School is primarily at the ages of:

Age	3	Pre-Prep	Nursery
Age	4	Pre-Prep	Reception
Age	6	Prep	Year 3

There will be availability in other years, but places are dependent on unfilled spaces and children leaving. It is likely that a number of places will also be available in Year 7 (age 11) since a small number leave at 11+.

## 2. Entry into Pre-Prep.

Places are offered on the basis of date of registration, ensuring a gender balance; priority is given to siblings. Places on the waiting list are allocated from:

1. Priority list – siblings, Twyford School connections and any exceptional factors
2. General list in registration date order.

## 3. Joining our Nursery or Reception

We do not hold specific assessments for Nursery or Reception pupils; however, pupils are invited to attend a taster session, so we are able to carry out observations within a play setting. Places are offered and/or guidance is given to parents following the taster session and a follow up discussion with the Head of Pre-Prep. In the event that demand exceeds the number of spaces available, places are offered based on the date of registration, with priority given to siblings.

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### **4. Entry into Year 3**

Assessments are held in the autumn term for entry into Year 3 of the following year. Year 2 children who are not already attending Twyford Pre-Prep are invited to School to undertake a number of small tests and take part in activities. The tests are conducted in a friendly and informal manner and children cannot prepare for them. The assessment session is designed to be fun and to allow the children to give of their best. A report from the child's present school and information from the parents will also be taken into account. Children who are already attending Year 2 in Twyford Pre-Prep are also assessed for entry into Year 3, using the same tests. If it is considered that a particular child will not thrive in the Prep School, then the parents will be advised accordingly and the child will not be permitted to proceed to Year 3 in the Prep School.

It is likely that the threshold on the test will be exceeded by many of the candidates and places will be offered to children whom the School believes will thrive. Priority will be given to those already attending Twyford Pre-Prep, then to siblings and children whose parents are Old Twyfordians, but other special factors will be taken into consideration.

Consideration is also given to a child's potential in music, drama, art and sport as it is recognised that, so often, success in one or two areas has a positive effect on a child's confidence and academic performance.

The balance of those assessed will be offered a place in the "pool". If spaces become available, then children from the waiting pool will be offered places to give the year group a balanced entry. Details of the pool will not be discussed with parents; the entry is in a continual state of flux with withdrawals and new names added to the waiting pool via later assessments.

Late entrants will be assessed (these assessments are held termly, see below) and those passing the threshold will be added to the waiting pool.

### **5. Entry into Years 4, 5, 6, 7 and 8**

This will be carried out by assessment as outlined in Section 4. Assessments take place termly (details from the Registrar) if there are places available. Successful candidates will either be offered a place or can join the waiting pool already established from the Year 2 assessments and subsequent assessments. In certain circumstances the School may accept assessment data from other schools, instead of its own tests.

The School only takes Year 8 entrants, or pupils for a short period of time (one to three terms), in very exceptional circumstances.

### **6. Registration and Assessment Policy**

A completed registration form and fee must be received before an assessment can be undertaken (or place offered). The School will invite parents to apply for an assessment date. Once the parents have confirmed that they wish to proceed to assessment then Twyford School will ask for a transfer report from the child's current school as part of the assessment procedure. Parents are asked to inform the current Headteacher of their intention to take the Twyford School entry assessments.

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### **7. Special Educational Needs and Disability Act 2001**

On both the registration form and the assessment confirmation form parents will be asked whether their child has any disabilities or special educational needs for which reasonable adjustment would be required, either as part of the entrance process or for education within the School. Copies of reports from specialists (such as Educational Psychologists and Specialist Teachers) must be provided to the School by parents. The School has a Special Educational Needs Policy, which is available on request and on our website.