

Admissions Policy

Twyford is a School:

- Where we promote an enduring love of learning.
- Where each child is respected as an individual.
- Where we engender a clear appreciation of the traditional ethical and spiritual precepts of our Christian foundation.
- Where children feel safe and unconditionally valued.
- Where excellence is identified and where each child may extend themselves.
- Where staff are our most cherished resource.
- Where pupils engage with technology as a means of extending systematic enquiry.
- Where there is a partnership between staff, pupils, parents and governors.

Written By:	Headmaster	September 2022
Reviewed By:	Headmaster Registrar	September 2024
Approved By:	SLT Marketing & Development Committee	January 2025

Abbreviations, Acronyms and Definitions

Abbreviation / Acronym	Definition
EYFS	Early Years Foundation Setting

This Policy is for the whole School, Early Years Foundation Stage and Boarding

Contents

1. Overview.....	3
2. Registration and General Entry.....	3
3. Entry into Nursery or Reception	4
4. Entry into Year 1 and 2.....	4
5. Entry into Year 3 – Year 8.....	4
6. Special Educational Needs and Disability Act 2001	5

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. Our Special Education Needs and Disability policy explains the support provided for those children who have specific learning difficulties and/or disabilities.

The School is made up of two sections: The Pre-Prep (EYFS and Years 1 to 2) and the Prep school (for pupils in Years 3-8)

Twyford School is co-educational and places are offered to balance between the physical constraints on the facilities.

Entry into Twyford School is primarily:

Age	2	Pre-Prep	Nursery
Age	4	Pre-Prep	Reception
Age	7	Prep	Year 3

Availability in other years is dependent on unfilled places 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. Registration and General Entry

We encourage families to register their child for the year of entry as soon as possible. Following a visit to the School, or upon request, parents are asked to complete a Registration form and pay the registration fee, which is a non-refundable single payment of £120.

Registration does not guarantee a place at the School but once received, your child can be placed on the appropriate admissions list. Once registered, your child will then be invited to a Play and Stay session (EYFS) or Taster Day in the academic year prior to entry.

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

1. Priority list: siblings, families with multiple children, Twyford School connections and any exceptional factors
2. General list in registration date order.

Offers are made in writing after the taster day. Parents are required to pay the deposit of £1,200 Acceptance Fee and complete an Acceptance Form to secure the place. This acts as the formal contract between the School and the parents.

3. Entry into Nursery or Reception

All pupils are either invited to attend a 'Play and Stay' session on site at Twyford, and if the child already attends a Nursery, a member of our Early Years team may visit the child within their current setting. The purpose of the visit is so we are able to carry out further observations within a play setting as well find out more about a child's development through talking with their Key Person. Parents are invited to complete our Early Years Developmental Questionnaire.

Places are offered and/or guidance is given to parents after the initial visit and parents may be offered a follow-up discussion with the Head of Pre-Prep.

In the event that demand exceeds the number of Nursery spaces available, places are offered based on the date of registration, with priority given to siblings.

In Nursery Little Acorns (2-3 year olds) a minimum of two sessions per week is required.

In Nursery Oaks (3-4 year olds) a minimum of four sessions per week is required.

4. Entry into Year 1 and 2

If places are available, children who wish to join in Year 1 or 2 are invited to spend a Taster Day with us in the academic year prior to entry. The child will join a class for the day, and engage with a range of activities including, Maths and English and Phonics. We also ask to see their most recent school report and require parents to fill in a parent questionnaire.

The Taster Day is designed to be enjoyable, giving your child plenty of time to get to know the School. Our aim is for children to experience a typical Twyford school day and to participate in the activities on offer.

5. Entry into Year 3 – Year 8

Registered children are invited to an assessment day in the academic year prior to entry

The Taster Day is designed to be enjoyable, giving your child plenty of time to get to know the School. Our aim is for children to experience a typical Twyford school day and to participate in sport and the other activities on offer.

In the course of the Taster Day, your child will work with a senior member of staff to complete a Progress Test in English (PTE) and Progress Test in Maths (PTM) and do a short written task. There is no need to prepare your child for these entry tests. Before their visit, we ask for the child's latest school report and for parents to complete a Parent Questionnaire about their child, all of which is taken into consideration. We are looking for children whose character and personality will see them thrive here at Twyford

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.

Parents are asked to inform their current Headteacher of their intention to take the Twyford School entry assessments.

6. Special Educational Needs and Disability Act 2001

On both the registration form and the Parent Questionnaire, parents are 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. Our Learning Support department, Squirrels (Pre-Prep) The Hub (Prep), would meet with the candidate on their taster day as part of the admissions process, to assess that we can provide appropriate support.

Up to two hours of weekly group learning support sessions are included in the fees.

The School has a Special Educational Needs Policy, which is available on request and on our website.