



ADMISSIONS POLICY

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1. General

Tower House is a single sex independent school for pupils from ages 4 to 13. The School has 170 pupils. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Tower House. We hold a number of open events, which give a general introduction to the School. Details are published on our [website](#). We are also very happy to welcome prospective parents and their children at other times. Please contact the School's Head of admissions on 020 8876 3323 or email admissions@thsboys.org.uk to arrange a visit.

2. The Entry Procedure

We are an inclusive school that welcomes boys from all backgrounds and abilities. All applications will be treated in strict order of registration, on a 'first come, first served' basis and in a sensitive manner. The exception being that younger siblings of boys who already have a place in the school will have priority.

The usual point of entry is four years of age into Reception. The only restriction we place on entry at 4 years + is that of number. If the number of boys applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a boy is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available. We admit up to 20 pupils a year at Reception.

The School may also have occasional places at other ages. Please contact the [Head of admissions](#) for details.

The level of ability of a boy or any special needs that he may have plays no part in the admissions policy of this school at 4+.

However, at 6+ and above a boy will be assessed to ensure that, given the late entry into the school, he is of a standard commensurate with that expected of the majority of his peers. We must feel reasonably sure that we will be able to develop the prospective pupil to the best of his potential. There needs to be every chance that the pupil will have a complete, happy and successful career and emerge confident, well-educated and well-rounded. These criteria must continue to be met during a child's time Tower House School.

Boys generally enter school in the academic year they become five. There is one admissions date per year, early in September (i.e. at the start of the school year). Therefore, parents who would like their child to be admitted to this school during the year their child is five, should ensure that they complete the necessary registration procedure and all fees paid by 1st March in the academic year preceding entry. The School's Registration Form is available on the school website and can be found [here](#).

3. Equal Treatment

Tower House's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Generous bursaries are offered in order to make it possible for as many as possible who meet the School's admission criteria to attend the School.

Tower House is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, disability, sexual orientation or social background. The School's provision for bursaries is described below.

4. Special Needs

Tower House does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, providing we can offer them any support that they require and cater for any additional needs and that our site can accommodate them.

We strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with the School before he is registered so that we can make adequate provision for him (if possible). Parents should provide a copy of an educational psychologist's report or a medical report if they have one.

The School will discuss thoroughly with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if he becomes a pupil at the School.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's disability. For example, if, despite reasonable adjustments, we feel that a prospective pupil is not going to be able to access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, we may not be able to offer a place at the School.

5. The Assessment Process

We do not assess candidates for entry who are below the age of 6.

All other candidates for entry (6+) sit papers in English and Maths which are designed for their age group.

6. Sibling Policy

Most siblings join us at Tower House. However, admission is not automatic and there may be occasions where the School judges that a sibling is likely to thrive better in a different educational environment.

7. Bursaries

Tower House's bursary programme is generous and is designed to make it possible for as many as possible of those who meet Tower House's entry criteria to take up a place here. The School offers means-tested awards annually to entrants at the usual points of entry, where the parents have indicated on the Registration Form that they require financial support. Bursaries are means-tested in accordance with the criteria which is available on demand. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need; but can extend to full fee remission in cases of proven need. Before the offer of a bursary is confirmed, a member of staff or external assessor appointed by the school will normally visit the family at their home.

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 support may vary with fluctuations in income or wealth.

The School's general practice is to allocate its entire available bursary funding on entry. The School's expectation is that parents who do not choose to apply for a bursary at that time will not require financial support throughout the time that their child attends the School, except in wholly unforeseen circumstances.

A bursary is reviewed annually and may be withdrawn or reduced in accordance with the terms upon which such award is made or in accordance with the School's Terms and Conditions.

8. Financial Information

Any applicant for a place at the School, including those who apply for bursary support and overseas applicants, may at the discretion of the School be required to provide additional financial information and/or undergo checks to confirm that they are able to pay the School's fees (or any percentage of the fees still payable if a bursary is granted).

9. Overseas Applicants

We welcome overseas pupils, who can study at Tower House provided he has the legal right to enter and study in the UK and he has a relative or responsible adult living in the UK. However, overseas pupils should note that we do not run a short term study programme.

10. Fluency in English

In order to cope with the academic and social demands of Tower House, pupils must be fluent English speakers. Tuition in English as an Additional Language (EAL) can be arranged at the parent's expense.

11. Religious Beliefs

Tower House welcomes applications from prospective pupils of all faiths and of no faith.

12. School's Terms & Conditions

Copies of the School's Terms and Conditions will be made available to parents as part of the admissions process.

13. Complaints

The School's Complaints Procedure is on the School's website and can be sent to prospective parents on request.

14. Records and Review

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice and Retention of Records Policy.

The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose. This will generally be no more than 1 year following an unsuccessful application, but reasons to retain for longer might include if the parents express an interest in the candidate re-applying for any reason at a later date, or in the potential candidacy of another sibling; or to deal with any ongoing matters or queries arising from the application.

Tower House School is committed to safeguarding the welfare of children and expects all staff and volunteers to share this commitment

Approved and Signed by Chair of Governors

Name: Antony Phillips



Signature: _____

Date: 6th December 2023