



## Admissions Policy

Date Revised:	September 2025
Reviewed by:	Governing Body
Responsible person:	Vicky Singlehurst
Date Approved by Governing Body:	Autumn 2025
Review Schedule:	Annually, Autumn
Circulation:	Governors, all staff, school website

### Contents

1. General.....	1
2. The Entry Procedure .....	2
3. Equal Treatment .....	2
4. Information Sharing .....	3
5. Special Educational Needs .....	3
6. The Assessment Process .....	4
7. Sibling Policy .....	5
8. Bursaries .....	5
9. Financial Information .....	5
10. Overseas Applicants.....	5
11. Fluency In English.....	5
12. Religious Beliefs .....	6
13. School's Terms & Conditions (Parent Contract).....	6
14. Complaints .....	6
15. Records And Review.....	6

### 1. General

Tower House is an independent school for boys 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](https://www.thsboys.org.uk). 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](mailto: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.

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. Our selection process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the School.

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. We are mindful of our obligations under the Equality Act 2010 during the Admissions Process. 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, gender reassignment, sexual orientation or social background.

#### **4. Information Sharing**

We require parents to inform the School at the outset of the application process about any needs which their child may have or any other significant matters which the School should reasonably be aware of because, for example, it would necessitate tailored provision and/or would materially impact on their child's attendance at School and/or ability to engage in day-to-day School life. The School may wish to discuss these matters with the parents and/or require some further information.

Parents must ensure that information provided is accurate, complete and not misleading and relevant details and information (or changes to them) are shared in a timely and transparent manner.

A failure to disclose relevant information and/or the provision of inaccurate, incomplete or misleading information may - in some cases - lead to the withdrawal of an offer or termination of the School's Parent Contract.

#### **5. Special Educational Needs**

Tower House does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, provided we can reasonably offer them any support that they require and cater for any additional needs and that our site can accommodate them. We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment.

Our policy is to apply our admission criteria to all potential pupils. We require parents of children with special educational needs, disabilities or allergies (suspected and diagnosed) to discuss their child's needs with the School at the outset of the admissions process so that we can consider and make – to the extent reasonable – appropriate provision for them.

Parents are required to provide with the Registration Form and Acceptance Form full details of all relevant information about their child, including any reports (including any educational psychologist reports or medical reports or assessments, or other relevant expert third party reports), materials or information about their child's needs (educational, health or otherwise), and this may include any final or draft EHC Plans. This is so that the School can assess their child's needs and consult with parents about any adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to meaningfully access the education offered and that we are able to ensure their health and safety, and the health and safety of others. This information should be provided prior to the admissions assessment process.

Where parents of a prospective pupil feel their child requires adjustments (in respect of the admissions process and/or with regards to education at School and participation in School life in the event they are offered and take up a place at School), parents should raise these with the School at the outset and the School may – depending on the circumstances – require some further information from parents or request further assessments in respect of the needs identified and will discuss with parents (and their child's medical advisers, if appropriate) the adjustments proposed

and whether they can reasonably be made for the child if they were to become 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 special educational needs and/or disability. For example, if, despite reasonable adjustments (in the case of disability), we feel that a prospective pupil is not going to be able to meaningfully access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, or where the School cannot reasonably accommodate the adjustments required or reasonably provide the nature or level of the support required.

Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and the pupil starting at the School. The School requires parents to be pro-active in updating the School as to any significant changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the School. However the School may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming in their communications with the School about any material change to their child's circumstances.

In the event your child has an EHC needs assessment or EHCP (whether at the application stage, draft or final form) it is important that these (and the applicable supporting documentation, e.g. educational psychologist reports or other expert assessments) are shared promptly with the School and that the School is kept up to date with respect to any relevant decisions of the Local Authority or changes in provision.

## **6. The Assessment Process**

The aim of the process is to identify potential. Tower House is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The School has strong traditions in music, drama, art, community activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

Above Reception age, boys of all ages wishing to join the school will be invited in for a trial morning during which the teacher will conduct an observational assessment. Boys applying for the Senior School may be asked to complete written assessments in English and maths.

No specific preparation is needed; all candidates start on an equal footing, with identical opportunities to display their academic aptitude and extra-curricular skills.

We do not assess candidates for entry into Reception.

## **7. 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. We do not offer sibling discounts.

## **8. 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 depending on allocation in that year. 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 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.

## **9. 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 can pay the School's fees (or any percentage of the fees still payable if a bursary is granted).

## **10. Overseas Applicants**

We welcome overseas pupils, who can study at Tower House provided he has the legal right to enter, live and study in the UK and they have a relative or 'responsible adult' living in the UK.

## **11. Fluency in English**

In order to cope with the academic and social demands of Tower House, pupils must be fluent English speakers. Normally pupils should have been educated in the English language for at least 1 year before coming to the School. Tuition in English as an Additional Language (EAL) can be arranged at the parent's expense.

## 12. Religious Beliefs

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

## 13. School's Terms & Conditions (Parent Contract)

The terms upon which the School educates each pupil are set out in the School's Parent Contract which will be made available to parents as part of the admissions process.

## 14. Complaints

The School's Complaints Procedure is on the School's website and can be sent to prospective parents on request. The Complaints Procedure is not available for use by prospective parents.

## 15. Records and Review

Applicants' details will be held on file with due regard to data protection legislation. Please see the School's Privacy Notice for further information about how the School collects, uses and processes personal data.

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***

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Approved and Signed by Chair of Governors

Name: Antony Phillips

Signature:

Date: 26<sup>th</sup> November 2025

