

A5. ADMISSIONS POLICY

Our mission is to develop happy, confident and successful children who are well prepared for their future.

ISSR no.	15a
Policy Owner	Director of Marketing and Admissions
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Reviewed by Headteacher	30.04.24
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SCHOOL OVERVIEW

Westbrook Hay School is a co-educational independent school for boys and girls from ages 3 to 16 years. The School has day pupils only and is nominally divided into three sections; Pre-Prep (Nursery to Year 2), Prep (Years 3–6) and Seniors (Years 7–11).

GENERAL INFORMATION

The aim of our admissions process is to ensure that the school has full classes with a coeducational balance of as close to 50/50 as possible.

Pupils who join the school are expected to stay at Westbrook Hay until the end of Year 11.

THE ENTRY CRITERIA

Westbrook Hay is a selective school.

Selection is based upon; academic ability and potential, attitude and broader contribution to school life.

Academic Ability and Potential

Academic ability is assessed through; information supplied by the parent, an entry assessment and relevant information from the candidate's current school.

Attitude

Attitude is assessed by observation of the child's behaviour and their age-relative ability to display examples of the school's values. For reference, the school's values are; courage, integrity, togetherness, responsibility, independence and being a reflective learner.

Broader Contribution to School Life

An aim of a Westbrook Hay education is to develop well-rounded pupils with a genuine interest in education in the broadest sense of the word. Interests and abilities may stretch beyond the confines of the academic curriculum. The School has strong traditions in sport, music, drama and art for example. We offer many co-curricular activities, all of which are important in developing a well-balanced, confident individual. Our selection process is designed to identify pupils who are

able to benefit from our balanced and well-rounded education and will make a positive contribution towards these areas of life of the School.

ENTRY POINTS

The usual points of entry are into EYFS or into Year 7. However, the school may admit pupils into other year groups subject to availability.

THE ENTRY PROCEDURE

STEP ONE - Visiting

Prospective parents are advised to visit the school. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We usually hold a number of open events throughout the year, 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 Registrar/Admissions Team or email on admissions@westbrookhay.co.uk to arrange a visit. If it is not possible to hold open events or arrange school visits because of circumstances beyond the School's control, then the School will publish on its website the alternative arrangements in place.

STEP TWO - Registering

Applicants for admission should register as soon as possible during the year preceding the desired year of admission. The School's registration form is available on the School's website and from the admissions team. Applications made during the school holidays may not be processed until the beginning of the next school term. Completion of a registration form does not automatically guarantee a place.

STEP THREE - Planning an Assessment (taster) Day

Once registered, the child's name will be added to the list for that year group. If there is a space available, we will invite the child to attend the school for a minimum of one day. The child's most recent school report or a school reference, and any educational reports should be forwarded to the registrar. The registration fee must also be paid prior to assessment (taster) day.

STEP FOUR - The Assessment (taster) Day

The aim of the assessment day has three elements involved.

Firstly, to provide the child with the opportunity to experience a 'typical' day at Westbrook Hay to see if they enjoy it and will feel comfortable at the school.

Secondly, for the school to identify the child's current academic level and their potential. No specific preparation for the entrance assessments is needed, all candidates will be given opportunities to display their age appropriate academic aptitudes during the assessment. During the day the child will spend some time with our Head of Learning Support where they will complete some standardised assessments in English and mathematics. This assessment will usually take place on a one to one basis, which includes time discussing the child's extra-curricular strengths and interests. In the absence of the Head of Learning Support, the Deputy Head Academic or another member of staff will deputise.

Children are assessed on their; reading age, reading speed, reading comprehension, spelling age and general mathematical ability

Thirdly, the child will spend the majority of the day in class, supported by a mentor/buddy, following the normal curriculum. During this time, the teachers will use their professional judgement and provide feedback to the Head Teacher, not only on the child's academic ability, but also their exhibition of the school values and their learning behaviours.

Nursery - Assessment for a place in Nursery is based on observing informal play in small groups during a visit of approximately one to two hours. For children who are under 3 when they visit should be accompanied by a parent for this session, others should be unaccompanied. Children of Nursery age, applying for a place in Reception for forthcoming academic year are invited to attend a morning in the nursery unaccompanied. Prior to the assessment a recent nursery report and Two-Year Check should be submitted.

Should the teachers feel that there is an educational or behavioural issue that may complicate or jeopardise admission, the application will be referred to the Head of Section and/or the Head of Learning Support. If this is the case, the child will be invited back to school for further, more individualised assessment. The duration of this visit is at the school's discretion.

STEP FIVE - OFFER or NON-OFFER

Based on all of the information gathered and outlined in this policy, the Head Teacher will decide whether to offer a place or not to the pupil. The school aims to

provide parents with feedback on the assessment (taster) day within 72 hours of the assessment (taster) day.

- The School reserves the right to invite children back for further assessment days should the initial visit have been inconclusive.
- Following the assessment, the School may contact the child's previous school.
- Offers are then followed up in writing with a letter from the Head Teacher.
- If a place is likely to be taken up immediately, registration enrolment details may be sent at the same time.

STEP SIX - DEPOSITS AND ONBOARDING

Acceptance of a place is confirmed when the signed acceptance form, copy of the child's birth certificate and deposit has been received.

For international applications, the payment of the first terms' fees is also required at the time of acceptance.

Acceptance of the terms and conditions of entry begins the legally binding contract between the school and the parents in respect of payment of fees and notice periods.

The Admissions Team will lead the parent/child through the onboarding process until the point of the child starting at the school when the parent's contact becomes the child's form tutor.

WAITING LISTS

If classes are full, prospective pupils who have registered for the school may be added to a waiting list.

The priority order for the waiting list is as follows:

- Pupil whose admission will help the school to achieve a coeducational balance.
- Pupil committing to stay through to Year 11.
- A sibling.
- Higher academic achievement in the assessment.
- Registration order.

PRE-PREP

Children joining the Nursery are expected to progress into Reception and the Pre-Prep. Places in Reception are automatically reserved for our nursery pupils.

ENTRY INTO SENIORS

Pupils who are on Westbrook Hay's roll in Year 6 will be given automatic entry into seniors should they have met the following criteria during their time at the school:

- Positively lived our school values and ethos.
- Shown the potential to keep making satisfactory academic progress.
- Displayed excellent learning behaviours.
- Their parents are supportive of the school and its aims.

Should a child have failed to reach these standards the parents will be informed of the school's concerns prior to the end of Year 5.

Parents of Year 6 pupils will be asked to commit to Westbrook Seniors in the first term of Year 6. Upon receiving this commitment, the school will hold a place for that child. If no commitment is received the child's place will be offered to an external applicant.

The number of places in Year 7 available for external applicants will be limited to the sum of the maximum year group size minus the number of pupils committed to moving into seniors from the school's current Year 6.

EQUAL TREATMENT

Westbrook Hay'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.

Westbrook Hay is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background.

The school seeks to achieve a balance between the number of boys and girls in each class.

SPECIAL EDUCATIONAL NEEDS

Westbrook Hay does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, provided we can offer them all of the support that they require and cater for all 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 in which to learn.

Our policy is to apply our admission criteria to all potential pupils. We require parents of children with special educational needs or physical or mental disabilities to fully disclose and discuss their child's needs with the School before they attend a taster/assessment day so that we can make adequate provision for them. Parents should provide, with the Registration Form, a copy of an educational psychologist's report or a medical report if they have one. This is so that the School can assess their child's needs and consult with parents about the adjustments which can and cannot reasonably be made and so that the School can ensure, for example, that they will be able to access the education offered and that we are able to ensure their health and safety, and the health and safety of others.

The School will discuss with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if they become a pupil at the School, to ensure that the prospective pupil is not put at a substantial disadvantage compared to a pupil who is not disadvantaged because of a disability.

There may be circumstances in which we are not able to offer a place for reasons relating to a child's disability/needs. 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 and/or academic development, or those of other pupils or staff, may be put at risk or disadvantaged, we reserve the right to decline a place at the School.

APPLICATIONS FROM FAMILIES LIVING ABROAD

On some occasions, children are unable to visit the school prior to entry at the beginning of term as they are living abroad. When this is the case, an online assessment will be completed. An offer may be made following the assessment and the terms of the contract will apply after the first week of school giving both parties the time to be sure that Westbrook Hay is the right school for the child.

FEE REDUCTIONS

SIBLING POLICY

Most siblings join us at Westbrook Hay, however, admission is not automatic. The school offers a 10% sibling discount.

SCHOLARSHIPS AND BURSARIES

Westbrook Hay offers a range of scholarships and bursaries to children who we believe would benefit from the curriculum and wider opportunities that Westbrook Hay offers and who will contribute to the school's success.

Scholarships are normally only available into Year 7 and into Year 9 as per our scholarship policies. In exceptional circumstances, and at the Head Teacher's discretion, some scholarships may be offered into the Prep School.

Scholars, as with all pupils, are expected to remain at Westbrook Hay until the end of Year 11 during which time the teachers work with the scholars to help them achieve excellence in their field of specialism.

Bursaries are available to pupils who meet the criteria outlined in the Scholarships and Bursaries Policy.

FLUENCY IN ENGLISH

In order to cope with the academic and social demands of Westbrook Hay, pupils must have a basic grasp of English and have the potential to become a fluent speaker. Normally pupils should have been educated in the English medium for at least one year before coming to the School. Tuition in English as an Additional Language (EAL) can be arranged at the parent's expense.

RELIGIOUS BELIEFS

Westbrook Hay welcomes applications from prospective pupils of all faiths and of no faith.

SCHOOL'S TERMS & CONDITIONS

The School's Terms and Conditions are on the School's website and will be made available to parents as part of the admissions process.

COMPLAINTS

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

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 / Records Management 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 6 months following an unsuccessful application. We may discuss retaining records for longer should parents express an interest in the pupil 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.