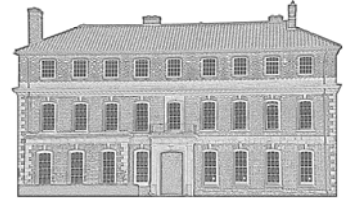


WINDLESHAM HOUSE SCHOOL

ADMISSIONS POLICY



Reviewed: January 2011

Policy Ref: 011

Windlesham

1) Policy Statement

- a) Windlesham is a co-educational independent boarding and day school for pupils from age 4 to 13. The School has some 300 pupils, approximately 200 of whom are boarders.
- b) We believe that a personal visit before application is invaluable, so we hold a number of open events which give a general introduction to the school. Details are published on our web site. We also welcome prospective parents and their children at other times for individual visits on a normal working day. These are arranged through our Admissions Secretary, Mrs Sharon Sampson, or email Admissions@windlesham.com

This policy also applies to our Early Years Foundation Stage and after School care.

2) The Entry Procedure

- a) Windlesham is not an academically selective school. Selection is based upon interview, academic potential determined by an informal assessment at the school, and references from the candidate's current or previous school.
- b) Entry to Little Windlesham is by application and subsequent discussion with parents.
- c) 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.
- d) The usual points of entry are from 4 years of age (Reception), and at 7 years of age (Year 3) although admission at other times may be possible when space permits. We may also have places at other ages. Please contact the Admissions Secretary for details.
- e) Applicants for admission should register by September 1st of the year preceding the desired year of admission, but providing a place is available, registration can be completed at anytime prior to the child's starting date.
- f) The School reserves the right to use its discretion when applications exceed the number of available spaces.

3) Equal Treatment

- a) Our 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.
- b) Generous bursaries are offered to enable as many children who meet the School's admission criteria as possible to attend the School.
- c) Windlesham is committed to equal treatment for all, regardless of a candidate's gender, race, ethnicity, religion, sexual orientation or social background. Our provision for bursaries is described below.

WINDLESHAM HOUSE SCHOOL

ADMISSIONS POLICY

4) Special Needs

- a) We do not discriminate against any individual or group regarding entry. We welcome pupils with special educational needs, provided that our Learning Support Department can offer them the support that they require. We welcome pupils with physical disabilities provided that we are able to meet their welfare needs on our site.
- b) We advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with the School before visiting or attending an assessment so that we can make adequate provision.
- c) Parents should provide a copy of an Educational Psychologist's report or a medical report to support their request, for example for extra time or other special arrangements.
- d) We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she becomes a pupil at the School.
- e) Further details and arrangements for the provision of Learning Support at Windlesham are included in Attachment I.

5) The Assessment Process

- a) The aim of the process is to identify potential. We are 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.
- b) The School has strong traditions in music, drama, art, debating, community activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.
- c) No specific preparation for the assessment visit is needed. All candidates start on an equal footing, with identical opportunities to display their academic aptitude and extra-curricular skills.
- d) We do not assess candidates for entry who are below the age of 7.
- e) We interview all candidates as part of our assessment process for each age group (apart from Reception).

6) Sibling Policy

Most siblings join us at Windlesham. However, admission is not automatic, and there may be occasions where we judge that a sibling is likely to thrive better in a different academic environment.

7) Bursaries

- a) Our bursary programme is generous and is designed to make it possible for as many as possible of those who meet Windlesham's entry criteria to take up a place here.
- b) We offer 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 published on the school's web site. Both parents are required to provide proof of their income and assets.

WINDLESHAM HOUSE SCHOOL

ADMISSIONS POLICY

- c) 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 will normally visit the family at their home.
- d) Bursaries are always offered for 12 months at a time. The family is required to provide updated information about its circumstances for every year that their child attends the School. Levels of support may vary with fluctuations in income.
- e) The school's 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 the time that their child is being assessed will not require financial support throughout the time that their child attends the School, except in wholly unforeseen circumstances.
- f) Our Bursary Policy can be viewed on our web site, or can be obtained from the Bursar.

8) Overseas Applicants

- a) We welcome overseas pupils, who can study at the school as boarders provided that they have a relative or legal guardian living in the UK with whom they can stay for some weekends, in case of illness where they would be better nursed in a home environment or in the event of the school being closed for any reason.
- b) Parents of overseas pupils should appreciate that the school does not normally run a short-term study programme, and expects overseas pupils to finish a complete course of study.

9) Fluency in English

- a) In order to cope with the academic and social demands of the school, pupils will be expected to have EFL specialist teaching if their English is not fluent.
- b) Normally pupils should have been educated in the English medium for a short period of time before coming to the School.
- c) Tuition in English as a Foreign Language (EFL) can be arranged at parental expense.
- d) Normally pupils should have been educated in the English medium for a short period of time before coming to the school.

10) Religious Beliefs

- a) Although the School has Christian roots, we do not select for entry on the basis of religious belief.
- b) However, parents should be aware that in curriculum years 4, 5, 6, 7 & 8, there is compulsory Saturday morning School, and that all pupils are expected to attend.

11) School's Contractual Terms & Conditions

Copies are on the school's web site and will be made available to parents as part of the admissions process. A copy is included as Attachment II.

12) Complaints

In the unusual event of parents having a complaint about our admissions process, a procedure for dealing with complaints is outlined in the school's Complaints Policy, available on request.

WINDLESHAM HOUSE SCHOOL

ADMISSIONS POLICY

Attachment I

Admission of Pupils Requiring Learning Support

Windlesham House School is a mainstream coeducational boarding prep school but a number of our children (up to 40%) receives Learning Support of one sort or another. The support is largely in areas such as dyslexia or dyspraxia but can include other difficulties (e.g. Maths), as well as counselling, English as a Foreign Language and Speech and Language Therapy.

Children receiving support will normally be withdrawn from two classes per week in order to have individual or small group support from one of our specialist teachers, who work in a suite of well-equipped rooms. Some children will have more support lessons (up to four or five per week) but this is comparatively rare and it is important to remember that children will spend most of their time in an ordinary classroom in a form with about fifteen to seventeen other children and one teacher.

We have three full time Learning Support teachers in the department, which is led by Mrs Ruth Robinson (who is also one of two Deputy Heads and a member of the school's Senior Management Team). In addition, there are two other full-time and two part-time specialist teachers in the Department and a full time teacher for those students for whom English is a foreign language.

It is important that parents indicate possible Learning Difficulties to the school at the earliest possible stage and provide a copy of any Educational Psychologist's Assessment or other relevant professional assessments. This includes hearing and sight assessments which we consider very important.

At Windlesham, we are looking for children with the potential to cope with mainstream education and with the broad ISEB common entrance curriculum. In addition to an Educational Psychologist's Assessment, we would be looking for a confidential report from the child's current school and would also want one of our Learning Support staff to meet the child for a brief interview and to do a small amount of reading, writing and Maths with them. Following these steps, we would be in a position to know whether we can offer a firm place or a waiting list place to a child.

A charge is made for Learning Support lessons and a copy of the current costs can be obtained from the school.

September 2010 RR