



Policy Ref: 05-01	
ADMISSIONS POLICY	
Approved: 19 June 2023	Next Review date: June 2025
Last Technical Review:	
Responsible Governor: Charlotte Johnston	
Responsible Member of Staff: Emma Harris	

Summary Statement of Policy: *Windlesham welcomes children, regardless of background and any protected characteristic, who will benefit from our ethos of providing a well-rounded education with exceptional pastoral care and opportunities for developing many talents. We admit on the basis of potential as determined by interview, informal assessment and references.*

This policy and procedures also apply to our Early Years Foundation Stage

Reporting on Compliance and Effectiveness

The following reports should be made available:

- The Board will receive termly reports on recruitment activity;
- The Board will see an annual report in the Autumn Term analysing the September intake in several ways (male/female ratio, boarding/day, UK/international);
- Each term the Board will receive a short report indicating whether we foresee steady, rising or falling pupil numbers;

1) Introduction

- a) Windlesham ('the School') is a co-educational independent boarding and day school for children aged 4 to 13. The School has approximately 300 pupils, approximately 40% board in some capacity whether that be full, weekly or part-time. In Reception we follow the statutory framework for the EYFS and in Years 1 to 8 we follow the National Curriculum (Key Stages 1, 2 & 3).
- b) We believe that a personal visit is invaluable so we hold a number of open events which give a general introduction to the School. Details are published on our website. We also welcome prospective parents and their children at other times for individual visits on a normal working school day. These are arranged through our Admissions Team (Telephone: 01903 874700 – email whsadmissions@windlesham.com)

2) The Entry and Assessment Procedures

a) The Entry Procedure

- i)** The School is gently academically selective and we require children to have an academic ability that falls broadly within the national average. Selection is based on assessments which focus on understanding the whole person, identifying 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.
- ii)** Admission to the School is at the Head's discretion.
- iii)** Children can join the school at any point of entry (Reception up to year 8) where space permits. Please contact the Admissions Team for details.
- iv)** In the case of year groups being over-subscribed, places are allocated firstly to siblings of current and past pupils, then on application dates.
- v)** Applicants for admission should register, ideally, by September 1st of the year preceding the proposed year of admission, but when a place is available, registration can be completed at any time prior to the child's starting date.

b) The Assessment Process

- i)** Children joining us in Reception are expected to be meeting the majority of their 40-60 month Early Years Foundation profile. The EYFS teacher will contact a child's nursery day care to establish a child's needs, both socially and academically to ensure that they can be adequately met. Discussions with a child's nursery and keyworker will take place before any offer of a place.
- ii)** Entry into Year 1 and Year 2 is determined by the child spending a taster session at the School and an informal assessment consisting of observations during classroom activities and social interactions with the other children. The children will also be asked to participate in reading, writing and mathematical activities to gauge their starting point on their learning journey at Windlesham.
- iii)** Children applying for entry into Year 3 – 8 from another school will be invited to spend a taster session at the School and have a formal assessment. This takes the form of Standardised Literacy, Numeracy, Verbal and Non-Verbal Reasoning Assessments and an interview. We will also request a copy of the child's most recent report from their current school.
- iv)** 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.
- v)** No specific preparation for the assessment or visit is needed.
- vi)** We will ask for a confidential reference from the child's previous school prior to making a formal offer and after obtaining parental consent to do so.

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) The School is committed to equal treatment for all and we do not discriminate against anyone, be it pupil or parent, on the grounds of protected characteristics, including age, sex, race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background.
- c) A limited number of bursaries are available.
- d) This policy should be read in conjunction with the School's policy on Equal Education Opportunities.

4) Special Educational Needs and Disability

- a) Windlesham House School 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 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 in which to learn.
- b) Our policy is to apply our admission criteria to all potential pupils. We require parents of children with special educational needs or disabilities to discuss their child's needs with the School before any admission assessment. This is to ensure we can make adequate provision for the child. Parents should provide the School (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 the child's needs, consult with parents about the adjustments which can reasonably be made, ensure the child is able to access the education and ensure the health and safety needs of them and others can be met.
- c) Where a prospective pupil has an EHC Plan, the School will consult with the parents and West Sussex County Council (WSCC) to ensure that the provision specified in the EHC Plan can be delivered. Any additional services that are needed to meet the requirements of the EHC Plan may need to be charged, either directly to the parent or to WSCC if they are responsible for the fees and the School is named in the EHC Plan. In all other circumstances, charges may be made directly to parents, subject to the School's obligations under the Equality Act 2010. The School co-operates with WSCC to ensure that relevant annual reviews of EHC plans are carried out as required.
- d) 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 they become a pupil at the School, to ensure that the prospective pupil is not put at a substantial disadvantage compared to other pupils.

- e) 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 reserve the right to decline a place at the School.

5) Sibling Policy

Most siblings join us at the School. 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.

6) Bursaries

- a) A limited number of bursaries are available at the School. Bursaries are means-tested in accordance with the criteria published in the School's Bursaries and Fee Remission Policy.
- b) Bursaries are usually only given for Years 3 to 8 but families may discuss the possibility of a bursary with the Bursar.
- c) All prospective pupils and their parents or guardians who are applying for a means-tested bursary or fee allowance, are required to meet with the Bursar and then complete a Bursary Application Form. All applications are reviewed by Bursary Administration Limited and will include an interview and a potential home visit.
- d) The level of support varies according to parental need but can extend to 100% of Boarding or Day Fees in cases of proven need.
- e) Bursaries are reviewed on a regular basis, normally annually but more frequently if the family financial circumstances change. 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.
- f) The School's Bursaries and Fee Remission Policy can be viewed on our website or can be obtained from the bursar.

7) International Applicants

- a) We welcome international pupils, who can study at the School. International boarders are required to have a relative or legal guardian living in the UK with whom they can stay with when the school is closed for long weekends, half term etc.
- b) The school has the capacity to sponsor pupils who require a child visa.

8) Fluency in English

- a) In order to cope with the academic and social demands of the School, pupils are expected to have a good level of English. This will form part of the entrance testing
- b) Pupils will be expected to have English as an Additional Language (EAL) tuition if the school deems it a requirement. This is an additional parental expense.

9) Religious Beliefs

- a) We welcome applications from prospective pupils of all faiths and of no faith.
- b) Although the school has a Christian ethos, we do not select for entry on the basis of religious belief.

10) School's Contractual Terms & Conditions

Copies of the school's terms and conditions will be made available to parents as part of the admissions process.

11) 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 the school website and on request.

12) Records and Review

- a) Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice and Retention of Documents Procedure.
- b) The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose.