



## Admissions Policy

<b>This policy will be reviewed annually</b>
Policy reviewed: June 2019 by JG/PL
Next review: June 2020 by JG/PL

This policy is applicable to all pupils, including those in the Early Years Foundation Stage.

### GENERAL

WCPS (“the School”) is an independent school for boys from the age of 4 to 7. The school has approximately 168 pupils. Deciding on the right school for your child is very important and we believe that a personal visit is invaluable. We hold an open morning each term, details of which are published on the school website.

### THE ENTRY PROCEDURE

Parents are invited to register their interest in a reception place by completing a registration form and paying a registration fee. The form is available on the website and a copy is provided in the prospectus. It is also available on request from the school secretary. Applicants for admission should register their child as early as possible. Registrations are accepted from birth.

### EQUAL OPPORTUNITIES

The school considers candidates for admission regardless of their race, ethnicity, religion, sexual orientation, social background or disability.

### THE ASSESSMENT PROCESS

Approximately eighteen months prior to the appropriate entry date, we invite groups of boys to come and spend some time with the early year’s staff in a Getting to Know You session. These sessions are in an informal environment, in which boys are observed at play interacting with each other. Our early years staff will also spend time interacting directly with the boys. We also request a report from their nursery school, should they be attending one. This gives us a more rounded picture of the boys’ characters and together with our observations from the Getting to Know You session assists us in making a decision as to whether we feel the school might be a suitable learning environment for them. Boys are offered a place on what we judge suggests potential academic ability.

Following the Getting to Know You sessions we will make the offers of places. We currently have fifty-six places across our 3 reception classes. Parents are given one week to accept the offer and return the acceptance form with the enrolment fee. If a candidate is not made an initial offer of a place, his name will be placed automatically on the reserve list. If a place is not accepted, we will then offer places to boys on our reserve list.

## **CHILDREN WITH A DISABILITY**

If a candidate suffers from a disability we will, provided we know about the disability, make reasonable adjustments to ensure that he is not disadvantaged, to the extent required by law. A copy of our *Disability and Reasonable Adjustments Policy* is available upon request.

We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child when he attends the Getting to Know You session and if he becomes a pupil at the school.

## **ADMISSIONS TO YEAR 1 AND YEAR 2**

Places in other year groups may become available from time to time. Parents are invited to contact the school should they require further information. Boys registered for entry in Year 1 upwards are required to spend some time in one of the classes and complete some written and mathematical activities. We also request a report from their current school.

## **SIBLING POLICY**

Each boy is assessed for a place at the school on his own merits. Where a boy has a sibling with a current or very recent connection with the school, the school will endeavour to enable the boy to attend the same school as their sibling. However, there may be occasions where, in the professional judgement of the head teacher, the sibling candidate would not benefit from the learning environment at the school. The school cannot therefore guarantee that siblings will always be offered a place at the school.

## **FLUENCY IN ENGLISH**

In order to cope with the high academic demands of the school, pupils must be reasonably fluent English speakers.

## **SCHOOL'S CONTRACTUAL TERMS AND CONDITIONS**

A copy of the school's contractual terms and conditions can be found on the school's website and it will be made available to parents as part of the admissions process.

## **COMPLAINTS**

We hope that neither you nor your child will have any complaints about our admissions process but a copy of the school's *Complaints Policy* can be sent to you on request or accessed through the school website.