



Wetherby School
Reception
19 Pembridge Villas
London
W11 3EP

Wetherby School
Years 1, 2 and 3
11 Pembridge Square
London
W2 4ED

Admissions Policy

15a Policy and arrangements for admissions and exclusions

Policy reviewed by: Paul David

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Next review date: June 2025

Reviewer's Signature:

Paul David

Head Teacher's Signature:

Paul David

Circulation: This policy is addressed to all members of staff and volunteers, is available to parents on request. It applies wherever staff or volunteers are working with pupils.

Please note: 'School' refers to Wetherby School, Notting Hill; 'parents' refers to parents, guardians and carer



Wetherby School

Admissions Policy

Introduction

Wetherby School is a non-selective Pre-Prep School that admits boys from 4 years old irrespective of race, religion, ethnicity, social background or disability. We do not test on entry.

Registration Process

- The Registrar in the school is responsible for all registrations.
- Registrations are accepted from birth (we do not register babies before they are born). There are a limited number of places on offer so parents are advised to register as soon as possible after the birth of their son.
- Registrations are accepted via the admission page on the school website www.wetherbyschool.co.uk/how-to-apply by completing and submitting the Registration of Interest form.
- Allocations are allocated by birth month, if successful of a place confirmation of a definite place will be provided the month following birth. If a definite place cannot be allocated a waiting list place will be confirmed.
- Parents who receive a waiting list place are provided a link via email allowing them to complete a waiting list entrance form and pay a registration fee of £200. Waiting list places are not secured to the waiting list without the completion of the waiting list form or registration fee of £200.
- Parents who receive a definite place are invited to visit the school by appointment to meet the Headmaster at the next availability. These appointments are made by the Registrar.
- Parents with a definite place who have met with the Headmaster are asked to complete a registration form and pay the £200.00 registration fee.
- No parents on the wait list are invited to meet the Headmaster or tour the school.
- The definite registration list and the wait list are kept to a reasonable number. The boys on the definite list are guaranteed a place.

Entry points

Reception - Boys are admitted into Reception classes in September following their fourth birthday; we admit 22 to 24 boys per class.

Year 1, Year 2 and Year 3 - Entry to the school at other points is dependent on places becoming available.

Procedures for entry at other points (Mid-School Entry)

Occasional places may become available within the school other than the usual joining point of September entry into Reception. Boys on our waiting list for Reception will be

carried forward to next year if their parents request it and new registrations are accepted for occasional places.

Parents wishing to enter their son for any other year group than Reception are accepted via email to admissions@wetherbyschool.co.uk. The Registrar will provide details on how to join the Mid School Waiting List by completing the relevant form and paying a £200 registration fee. If any places become available at a given year the parents will be contacted, in order of receipt of registration, and invited to visit the school to meet the Headmaster. Boys, whenever possible, will be invited to attend a day at the school. There may be a small assessment in mathematics, English, reasoning and reading depending on the boy's age. Wetherby School, Notting Hill will request a school report from the previous school.

Acceptance of places

To secure a place in Reception, parents are required to complete an acceptance form and pay a deposit, equivalent to half a term's fees, in June in the year preceding entry. Parents who do not pay the deposit by the deadline forfeit the place for their son. The deposit is non-refundable if the place is not taken. The deposit is refunded when the boy leaves the school, providing a full term's notice is given.

First Term's Fees

Parents are required to pay the first term's school fees in March of the year their son will enter the school.

Wait List

If any places do become available, then parents with sons on the wait list will be contacted by the Registrar before the end of the summer term prior to entry.

Alumni

The sons of Wetherby old boys 'alumni' will be offered a priority a place at the school when they register in line with our admissions process.

Siblings

If families have a son currently in school at Wetherby School, Notting Hill, Wetherby Prep or Wetherby Senior a younger sibling will be offered a priority place. This place is conditional on the younger sibling being registered at birth and in line with the schools admissions process, since the school is heavily oversubscribed.

The School does not have a 'sibling in reverse' policy but endeavors to help all families in this situation if boys from the definite list do not take up their places.

Bursaries

Applications for bursaries should be submitted to the Headmaster and will be processed in discussion with the Gold Standard.

Record keeping

The following details are recorded on the admissions register for each boy in the school:

- Full name
- Gender
- Date of Birth
- Nationality
- Name and address of all parents/guardians and at least two telephone numbers
- Address of new or additional place(s) of residence of the pupil, and date the pupil began to reside there
- Full name of parent the pupil lives with (if applicable)
- Date of admission / re-admission
- Name and address of last school
- Name of destination school – where known
- Start date at destination school – where known

We are required to notify our local authority when we add or remove a pupil's name on the admissions register at non-standard transitions, i.e. where a compulsory school-aged child leaves a school before completing the school's final year or joins a school after the beginning of the school's first year.

Admissions policy for Special Educational Needs and Disabilities (SEND)

We are firmly committed to inclusivity and to giving every boy the best possible start in life. Irrespective of their special educational needs or disability, we consider all boys for admission to the school who have the ability and aptitude to access an academic curriculum. Boys whose SEND are suited to the curriculum are welcome provided that we have the appropriate resources and facilities to provide them with the support that they require.

Before a boy joins Wetherby:

- Parents must disclose to the school any known or suspected circumstances relating to their son's health, development, allergies, disabilities and learning difficulties. The school reserves the right to subsequently withdraw any place offered based on incomplete disclosure of known or suspected SEND circumstances.
- Based on such disclosure, the school will confirm whether or not it is able to fully meet the needs of the boy.

Where a child's SEND is identified, or develops, after the child has started at the school/college, we will endeavour to continue support the child as long as:

- a) We have the appropriate resources and facilities to provide them with the support they require, and,
- b) We believe it is in the best interest of the child and of the school/college community to remain at the school/college.

Where, in our judgement, either of these conditions no longer apply, we reserve the right to withdraw a place at the school/college. In such circumstances, we will use our reasonable endeavours to support parents in finding alternative arrangements.

English as an Additional Language (EAL)

We do not withdraw children from lessons to receive EAL support. The class teacher and/or teaching assistant supports the individual boy.

We provide a range of opportunities for children to engage in speaking and listening activities in English with peers and adults. We also allow the children to perform and be assessed on tasks in their own language especially in areas such as maths. Differentiation of texts and materials that suit the child's age is used to encourage learning. Support is also provided through ICT and audio materials.

This policy will be reviewed annually