



4 Wetherby Gardens, London SW5 0JN

# Wetherby Kensington Admissions Policy

**Policy reviewed by:** Liz McLaughlin

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**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 'parents' refers to parents, guardians and carer.

## **Introduction**

Wetherby School Kensington is a non-selective school that admits children from 2 years old irrespective of race, religion, ethnicity, social background or disability. We do not test on entry.

Boys in Reception to Year 3 are located at 4 Wetherby Gardens.

## **Registration Process**

- The Registrar at Wetherby Kensington 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 available, so parents are advised to contact the school office as soon as possible after the birth of their child.
- Registrations are accepted by registration online via Open Apply on the school website.
- After initial contact the parents are informed about the ethos, aims and organisation of the school through the website.
- Parents whose child may be allocated a definite place are invited to visit the school by appointment to meet the Head. These appointments are made by the Registrar. The Head gives a tour of the school at this stage. The Registrar then allocates the parents via our online admissions portal an entrance form.
- Parents with a definite place are then required to complete the registration form via our online admissions portal and also pay a £200 registration fee. The parents will then receive communication from the Registrar confirming receipt of this form and fee.
- Definite places are not allocated until invited parents have met the Head.
- For those parents offered a wait list place, a wait list registration form will be sent via the online admissions portal. Parents are asked to complete this form at their earliest convenience together with the £200 registration fee. The parents will then receive communication from the Registrar confirming receipt of this form and fee.
- A child will not be formally added to the wait list or the definite list until either the wait form or entrance form has been completed and fee has been paid.
- No parents on the wait list are invited to meet the Head.
- The definite registration list and the wait list are kept to a reasonable number. The child on the definite list are guaranteed a place.
- Should a parent wish to register their child at both Wetherby Kensington and Wetherby School they are able to do so.
- A registration fee will be required along with a completed registration form for each school.
- Transfers between Wetherby Kensington and Wetherby School are reviewed on an individual basis.

## **Entry points**

Reception to Year 3

Boys are admitted into Reception classes in the September following their fourth birthday; we admit twenty-two to twenty-four boys per class. Entry to the school at other points is dependent on places becoming available.

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

Parents wishing to enter their son for any other year group than Reception will be asked to complete a Mid School Waiting List form and pay a £200 registration fee. If any places become available at a given year level the parents will be contacted, in order of receipt of registration and invited to visit the school to meet the Head. 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 Kensington may also request reports from the previous school.

### **Acceptance of places**

#### Reception to Year 3

To secure a place, 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 full deposit is non-refundable if the place is not taken. If the child joins the school, no interest accrues on this deposit which will be refunded after the close of the term in which the child leaves. 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 child will enter the school.

### **Wait List**

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

### **Alumni**

The children of Wetherby old boys are always given a definite place at the school when they are registered.

### **Siblings**

Siblings of current pupils at Wetherby Kensington are always given a definite place at the school when they are registered. 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 Head and will be processed in discussion with The Gold Standard Charitable Trust.

## **Record Keeping**

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

- Full name
- Gender
- Date of birth
- 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 child 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. Children 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 child joins:

- Parents must disclose to the school any known or suspected circumstances relating to their child'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 child.
- Where possible and with parental consent, the school will visit the child in his nursery or pre-school setting ahead of joining the school.

Where a child's SEND is identified, or develops, after the child has started at the school, we will endeavour to continue to 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 community to remain at the school.

Where, in our judgement, either of these conditions no longer apply, we reserve the right to withdraw a place at the school. 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 child.

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**