



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: August 2026

Reviewer's Signature: 

Head Teacher's Signature: 

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 that admits boys from 4 years old irrespective of race, religion, ethnicity, social background or disability. We do not test on entry to Reception.

Entry points

- **Reception:** Boys are eligible for Reception entry in the September following their fourth birthday.
- **Year 1, Year 2 and Year 3:** Boys can join in-year or at the start of an academic year into Years 1 to 3 where an occasional place is available.

Registration Process for Reception Entry

- The Head of Admissions for the school is responsible for all registrations and the admissions process.
- Registrations are accepted from birth (we do not accept registrations prior to birth). There are a limited number of places and parents are advised to promptly register as soon as possible after the their son's birth.
- Registrations are made online via the link on the admissions section of the school website and include a non-refundable registration fee paid at point of registration.
- Spaces are reviewed monthly and allocated per birth-month, with each registration either allocated a Definite Place or a Waitlist Place. Place allocation outcomes are notified to families in the month following birth.
- Parents allocated a Definite Place are invited to book a tour of the school either with the Headmaster and/or Head of Admissions, or to attend a welcome morning. Parents are encouraged to ensure they attend a tour ahead of the acceptance request/deposit payment.
- No parents on the waiting list are invited to tour the school.
- The definite list and the waiting list are kept to a reasonable number with boys on the definite list guaranteed a place. Though we hope to accommodate as many families as possible from the waitlist, the number of applicants normally exceeds the number of places available and a place on the waitlist does not guarantee the offer of a Definite Place.
- Parents are warmly encouraged to notify the school should they no longer wish for their son to be held on the Definite Place list so the space can be offered to another family.
- Places may be offered to families on the waitlist up until point of entry where places arise.
- The Reception waiting list will close at the start of the autumn term of entry. Parents must notify the Head of Admissions in writing via admissions@wetherbyschool.co.uk if they wish their child to join the occasional place waitlist for an in-year Reception or Year 1 place.

Process for Other Entry Points (Occasional Places)

We are delighted to welcome registrations for occasional places. Please phone the Head of Admissions to discuss places into Reception to Year 3, pupils can join in-year or at the start of next academic year subject to spaces being available. Families are invited to register their son to join the occasional place waiting list by completing the online Registration Form (including the non-refundable registration payment).

The Head of Admissions will invite parents in order of receipt of registration to visit the school. Boys will be invited to attend an in-class admissions session which may include assessment in mathematics, English, reasoning and reading depending on the boy's age. Families will be asked to provide their son's most recent end of year school report, and we may contact a boy's current school at any point following registration to request a reference or have an informal chat regarding their pastoral and academic progress.

Place Acceptance

- **Reception Places:** In June of the year prior to entry (15 months prior to entry), the acceptance documentation is completed and acceptance deposit paid to secure a place.
- **Occasional Places:** Families complete the acceptance documentation and pay the acceptance deposit to secure their child's place at point of offer.

When accepting a place, parents should carefully review the school's terms and conditions as outlined in the Parent Contract, particularly with regard to the acceptance deposit payment, early withdrawal, notice terms, fees in lieu of notice and stipulations regarding deposit returns.

Please note: The acceptance deposit secures a boy's place and if not received ahead of the specified acceptance date, the place will be forfeited and offered to another family.

First Term's Fees

- **Reception Places:** The autumn term fee will be due in March prior to entry and must be paid ahead of the specified due date, where unpaid the place will be forfeited and offered to a family on the waiting list.
- **Occasional Places:** The first term fees will be due dependent on point of entry.

Allocation of Places for Alumni and Siblings

Wetherby School Notting Hill is delighted to give priority Definite Place allocations for current siblings and children of alumni where the child has been registered promptly at birth (within month of birth) in line with the admissions process.

Sibling priority is extended to families with a son **currently attending** either Wetherby School Notting Hill, Wetherby Prep or Wetherby Senior.

Families registering siblings or the child of an alumni must specify at point of registration the name/school of current sibling(s), or alumni name/dates of attendance in the case of alumni. Families are reminded that sons must still be registered promptly at birth (within month of birth) to avoid disappointment.

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

Families wishing to apply for a bursary should notify the Headmaster and the Head of Admissions at point of registration. The bursary application process is the responsibility of the parent/guardians and further details are available on the school website. Bursary applications are reviewed independently of the school admissions team by the Gold Standard Charitable Trust who liaise direct with the family to conduct a means test to confirm eligibility and make a decision.

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 the school has 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 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 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 are used to encourage learning. Support is also provided through ICT and audio materials.

This policy will be reviewed annually.