



WETHERBY SCHOOL
KENSINGTON

Wetherby School Kensington
4 Wetherby Gardens
London, SW5 0JN

Admissions Policy

Policy reviewed by: Victoria Playford

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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 Kensington; 'parents' refers to parents, guardians and carers.

Introduction

Wetherby School Kensington is a non-selective school that admits children 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.
- Enquiries for registrations are accepted from birth but **not** prior to birth. There are a limited number of places and parents are advised to enquire as soon as possible after their son's birth.
- Enquiries are made online via the [Enquiry Form link](#) on the admissions section of the Wetherby School Kensington page.
- Parents who have secured a Definite Place for their son will be notified by the Head of Admissions and are then required to complete the registration form via our online admissions portal and pay a £220 registration fee. Parents will receive communication confirming receipt of this form and fee.
- Parents allocated a Definite Place are then invited to book a tour of the school either with the Head and/or Head of Admissions, or to attend an open morning.
- When a place is not available, parents will be notified and invited to join the waitlist by completing a form and paying a waitlist fee of £220. This will be confirmed by the Head of Admissions.
- 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.

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

We encourage parents wishing to enter their son for an occasional place to phone the Head of Admissions as a first step to ascertain availability. Families are invited to also register their son to join the occasional place list by completing the online Registration Form (including the non-refundable registration payment of £220). Parents will then be invited to visit the school to meet the Head. Boys, whenever possible, will be invited to attend a taster morning at the school. There may be a short 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 regards 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.

Alumni

The children of Wetherby School Kensington old boys are always given a definite place at the school when they are registered. We ask that families notify Admissions of the alumni's name/dates of attendance. Families are reminded that sons must still be registered promptly at birth to avoid disappointment.

Siblings

Siblings of current pupils at Wetherby School Kensington are always given a definite place at the school when they are registered. We ask that families notify Admissions of the sibling's name. Families are reminded that sons must still be registered promptly at 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

Applications for bursaries should be submitted to the Head and will be processed in discussion with The Gold Standard Charitable Trust. Applications become available on 31st October 2025 and the deadline for submission is 31st January 2026.

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 deliver an EAL programme. However, the Head of Learning Support carries out a language acquisition assessment for those who are in early acquisition or developing competence with the English language. This is to ascertain their language baseline and identify any additional support needed.

We provide a range of opportunities for children to engage in speaking and listening activities in English with peers and adults. 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.