



Wetherby School  
Little Wetherby and Reception  
19 Pembridge Villas  
London  
W11 3EP

Wetherby School  
Years 1, 2 and 3  
11 Pembridge Square  
London  
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# Admissions Policy

15a Policy and arrangements for admissions and exclusions

**Policy reviewed by:** Mark Snell

**Review date:** May 2020

**Submission:** May 2020

**Policy actioned from:** September 2020 – August 2021

**Next review date:** May 2021

**Reviewer's Signature:**

Handwritten signature of Mark Snell in black ink.

**Head Teacher's Signature:**

Handwritten signature of Mark Snell in black ink.

**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; '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 2½ 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 contact the school office as soon as possible after the birth of their son.
- Registrations are accepted by telephone, e-mail and post. Postal registrations are taken according to the post date on the envelope. The e-mail address to register your son is [learn@wetherbyschool.co.uk](mailto:learn@wetherbyschool.co.uk)
- After initial contact the parents are informed about the ethos, aims and organisation of the school. These can be viewed on the school website [www.wetherbyschool.co.uk](http://www.wetherbyschool.co.uk)
- Parents whose sons may be allocated a definite place are invited to visit the school by appointment to meet the Headmaster. These appointments are made by the Registrar. The Headmaster gives a tour of the school at this stage. A definite registration form will be given at the end of this visit.
- Parents with a definite place are asked to return this form at their earliest convenience together with the £150 registration fee. The parents will then receive a letter from the Registrar confirming receipt of this form and fee.
- Definite places are not allocated until invited parents have met the Headmaster.
- For those parents offered a wait list place, a wait list registration form will be sent by post. Parents are asked to return this form at their earliest convenience together with the £150 registration fee. The parents will then receive a letter from the Registrar confirming receipt of this form and fee.
- No parents on the wait list are invited to meet the Headmaster.
- 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

Little Wetherby – Only boys with a definite place in Reception are able to come to Little Wetherby. During the spring term, in the year preceding entry, the Headmaster will offer places to parents on the definite list. Little Wetherby offers a two year nursery programme. The first year nursery boys come in the afternoon and the second year nursery boys come in the morning.

Reception - Boys are admitted into Reception classes in the September following their fourth birthday; we admit 22 to 24 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 £100 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 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 may also request reports from the previous school.

## **Acceptance of places**

### Little Wetherby

Parents are required to complete an acceptance form and pay a deposit, to secure a place, in May in the year preceding entry. The deposit is deducted from the deposit that is paid for entry into Reception. If a boy leaves before this time the deposit is refunded, providing a full term's notice is given.

### Reception

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 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 are always given a definite place at the school when they are registered.

## **Siblings**

Siblings of current pupils are always given a definite place at the school when they are registered. The School does not have a 'sibling in reverse' policy but endeavours 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 Alpha Plus Head Office.

## **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 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 boy's SEND is identified, or develops, after the boy has started at the school, we will endeavour to continue to support the boy 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 boy 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 is used to encourage learning. Support is also provided through ICT and audio materials.

**This policy will be reviewed annually**