

## ADMISSIONS POLICY

*Our mission is to develop happy, confident and successful children who are well prepared for their future.*

### GENERAL

Westbrook Hay Prep School is a co-educational independent school for boys and girls from ages 3 (rising 3) to 13 years. The School has day pupils only.

Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Westbrook Hay. We usually hold a number of open events throughout the year, which give a general introduction to the School. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact the School's registrar/admissions team, led by Kate Woodmansee 01442 256143 or email on [office@westbrookhay.co.uk](mailto:office@westbrookhay.co.uk) to arrange a visit. If it is not possible to hold open events or arrange school visits because of circumstances beyond the School's control, then the School will publish on its website the alternative arrangements in place.

### THE ENTRY PROCEDURE

Westbrook Hay is a selective school. Selection is based upon academic merit, which is assessed through an entry assessment and relevant information from the candidate's previous school. The child's behaviour and their age-relative ability to display examples of the school's values are also a consideration. For reference, the school's values are; courage, integrity, togetherness, responsibility, independent learner and reflective learner.

Our selection process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the School.

The usual points of entry are Nursery and/or Reception.

From Reception upwards the class sizes are usually 18. There are some exceptions to this, where we may admit more than 18 pupils:

- In Year 2 as we build towards our target of having three classes in Year 3.
- In Year 5 & 6, so that incoming pupils who wish to transfer to senior school at 13 years old can be supported to prepare fully for senior school exams.
- Where we are accommodating a sibling.

Children joining the Nursery are expected to join the Pre-Prep.

Subject to availability, we may also admit pupils into other year groups. Please contact the Admissions Team for details.

Applicants for admission should register as soon as possible during the year preceding the desired year of admission. The School's Registration Form is available on the School's website and from the admissions team. The child's name will be added to the list for that year group. Applications made during the school holidays may not be processed until the beginning of the next school term. Completion of a registration form does not automatically guarantee a place.

## **EQUAL TREATMENT**

Westbrook Hay's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world.

Westbrook Hay is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background.

The school seeks to maintain a balance between the number of boys and girls in each class and year group to reflect the need to have greater numbers of boys to maintain Years 7&8. Girls are encouraged to stay until Year 8 however some may need to leave to secure a place at an independent school who only admit girls at 11, not 13 years.

## **SPECIAL EDUCATIONAL NEEDS**

Westbrook Hay does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, provided we can offer them all of the support that they require and cater for all additional needs and that our site can accommodate them. We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

Our policy is to apply our admission criteria to all potential pupils. We require parents of children with special educational needs or physical or mental disabilities to fully disclose and discuss their child's needs with the School before they attend a taster/assessment day so that we can make adequate provision for them. Parents should provide, with the Registration Form, a copy of an educational psychologist's report or a medical report if they have one. This is so that the School can assess their child's needs and consult with parents about the adjustments which can and cannot reasonably be made and so that the School can ensure, for example, that they will be able to access the education offered and that we are able to ensure their health and safety, and the health and safety of others.

The School will discuss with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if they become a pupil at the School, to ensure that the prospective pupil is not put at a substantial disadvantage compared to a pupil who is not disadvantaged because of a disability.

There may be circumstances in which we are not able to offer a place for reasons relating to a child's disability/needs. For example, if, despite reasonable adjustments, we feel that a prospective pupil is not going to be able to access the education offered, or that their health and safety and/or academic development, or those of other pupils or staff, may be put at risk, we reserve the right to decline a place at the School.

## **THE ASSESSMENT PROCESS**

Prior to assessment taking place, the Registration form must be completed in full by the parents and the last school report or a school reference and any educational reports forwarded to the registrar. The registration fee must also be paid prior to assessment.

The aim of the assessment process is to identify current academic level and potential. Westbrook Hay is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The School has strong traditions in sport, music, drama and art for example. There are many extra-

curricular activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for the entrance assessments is needed, all candidates will be given opportunities to display their age appropriate academic aptitudes during the assessment

### **Nursery**

Assessment for a place in Nursery is based on observing informal play in small groups during a visit of approximately one to two hours. Those applying for a place in N3 should be accompanied by a parent for this session, others must be unaccompanied.

Children of Nursery age, applying for a place in Reception for forthcoming academic year are invited to attend a morning in the nursery unaccompanied.

Prior to the assessment a recent nursery report and Two-Year Check should be submitted.

### **Pre-Prep (Reception to Year Two)**

Children applying for places in Pre-Prep are invited to spend a full day at the school and are assessed within the classroom environment by the class teacher. The teacher will assess speaking and listening, reading and writing, numeracy and social skills.

Should the teacher feel that there is an educational or behavioural issue that may complicate or jeopardise admission, the application will be referred to the Head of Pre-Prep and/or the SENCO. If this is the case, the child will be invited back to school for further, more individualised assessment. The duration of this visit is at the school's discretion.

### **Prep (Years Three to Eight)**

Children are invited to attend a minimum of one taster/assessment day (additional days are dependent upon reports and discussion with the Head Teacher and/or SENCO) with their relevant year group. An academic assessment will take place during the day(s), administered by the SENCO, usually on a one to one basis, which includes time discussing the child's extra-curricular strengths and interests. In the absence of SENCO, the Assistant Head Academic or another member of staff will deputise. Social/behavioural assessments are made by observations, by the teachers, during the visit.

Children are assessed on their; reading age, reading speed, reading comprehension, spelling age and mathematical ability.

### **Applications from families living abroad**

On some occasions, children are unable to visit the school prior to entry at the beginning of term as they are living abroad. When this is the case, an online assessment will be completed. An offer may be made following the assessment and the terms of the contract will apply after the first week of school giving both parties the time to be sure that Westbrook Hay is the right school for the child.

### **Admission Process Post Assessment**

- A formal assessment report is forwarded to the registrar and the Head Teacher for consideration of offer.
- The school reserves the right to invite children back for further assessment days should the initial visit have been inconclusive.

- Following the assessment, the school may contact the child's previous school. Permission is sought before contact is made.
- The school aims to give feedback to parents within 72 hours of their child's visit, with either an offer or reason why an offer is not being made.
- Offers are then followed up in writing with a letter from the Head Teacher.
- If a place is likely to be taken up immediately, registration details may be sent at the same time.
- Acceptance of a place is confirmed when the signed acceptance form, copy of the child's birth certificate and deposit has been received.
- For international applications, the payment of the first terms' fees is also required at the time of acceptance.
- Acceptance of the terms and conditions of entry begins the legally binding contract between the school and the parents in respect of payment of fees and notice periods.

### **SIBLING POLICY**

Most siblings join us at Westbrook Hay, however, admission is not automatic. The school reserves the right to extend its class size to accommodate a sibling.

### **SCHOLARSHIPS AND BURSARIES**

Westbrook Hay offers a range of scholarships and bursaries to children who we believe would benefit from the curriculum and wider opportunities that Westbrook Hay offers and who will contribute to the school's success.

Scholars are expected to remain at Westbrook Hay until the end of Year 8 during which time the teachers work with the scholars to help them achieve excellence in their entry to senior school.

Please see the Scholarships and Bursaries Policy for further details.

### **FLUENCY IN ENGLISH**

In order to cope with the academic and social demands of Westbrook Hay, pupils must have a basic grasp of English and have the potential to become a fluent speaker. Normally pupils should have been educated in the English medium for at least one year before coming to the School. Tuition in English as an Additional Language (EAL) can be arranged at the parent's expense.

### **RELIGIOUS BELIEFS**

Westbrook Hay welcomes applications from prospective pupils of all faiths and of no faith. Although Westbrook Hay has Christian roots, the School does not select for entry on the basis of religious belief, and it offers the opportunity for all to practise their own faiths.

However, parents should be aware that there is compulsory Friday afternoon Evensong and some other limited annual events of a Christian nature that all pupils are expected to attend.

### **SCHOOL'S TERMS & CONDITIONS**

The School's Terms and Conditions are on the School's website and will be made available to parents as part of the admissions process.

### **COMPLAINTS**

The School's Complaints Procedure is on the School's website and can be sent to prospective parents on request. The Complaints Procedure is not available for use by prospective parents.

## RECORDS AND REVIEW

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice and Retention of Records / Records Management Policy.

The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose. This will generally be no more than 6 months following an unsuccessful application. We may discuss retaining records for longer should parents express an interest in the pupil re-applying for any reason at a later date, or in the potential candidacy of another sibling; or to deal with any ongoing matters or queries arising from the application.

Reviewed by Kate Woodmansee, Registrar 22.03.22

Approved by Mark Brain, Headmaster 23.03.22

Approved by Lucy Wood, Governor and Chair of the Education Committee 23.03.22