



Admissions Policy

Westbury House is a small preparatory school that seeks to promote a caring and nurturing family atmosphere in which the weakest are not overwhelmed and the strongest are stretched so that each child who passes through the school reaches their full potential. The breadth of curriculum and learning experiences we offer seek to develop children who love learning and are prepared to contribute fully within a multi-cultural community. It opened in 1967 on 31st January and it is registered with the Department for Education for a maximum of 128 pupils.

Deciding on the right school for your child is a great responsibility for parents and we believe that a personal visit to the school is essential. Tours are arranged during the working week when you will have an opportunity to see the school in operation. Please contact the school secretary by phone on 0208 942 5885 or email at info@westburyhouse.surrey.sch.uk to arrange a visit.

Vision

Westbury House is a small preparatory school that promotes a caring and nurturing family atmosphere for all pupils, teachers and parents. Our inclusive approach strives to ensure that each child who shares their learning journey with us reaches their full potential. The breadth of curriculum and learning experiences we offer seek to develop children who love learning and are prepared to contribute fully within a multi-cultural community.

Aims

At Westbury House, our main aims are as follows:

- to promote a love of learning
- to develop every child's confidence, sense of responsibility and respect for all people and the world around us
- to help every child to reach his/her potential
- to use an Assessment for Learning approach to teaching so that we can work in partnership with the children, their parents/guardians and the directors

The school aims to create a friendly and secure atmosphere in which children can fully recognise and develop their own varied abilities and interests in the classroom, the creative arts, in sport and other extra-curricular activities.

Within this secure environment, children are encouraged:

- to think and make decisions for themselves
- to learn through independent investigation
- to recognise valid authority
- to develop sound morals and good manners
- to develop social skills
- to play an active role in the life of the school

High but realistic standards of academic attainment are set to encourage children to fulfil their own potential. We aim for a consistency in approach so that children are guided in the same direction by all staff.

We also encourage their love of learning by introducing them to a broad-ranging curriculum, with a special emphasis on creative learning

The Admissions Procedure

The school will admit pupils each September (and at other points in the year, where appropriate) in all age groups if places are available. A child's name will be placed on the waiting list if the relevant age group is full. Priority will be given to pupils who have a sibling in the school.

1. Contact school to arrange a tour
2. See the school in operation
3. Complete registration form and return to the school with a non-refundable cheque for £100.
4. Children wishing to join the school in Reception – Year 6 will be invited to spend a couple of hours one morning at the school. Simultaneously, a report will be requested from the child's current school/nursery.
5. If a place is available, your child meets the admissions' criteria and we believe that your child would benefit from an education at Westbury House, an offer of place will be made. Relevant forms will be sent.
6. The place is only secured by returning completed forms with a deposit for £750.00. This money is set against the final term's fees of Year 6 or may be used to pay for the Year 6 residential trip.
7. Once you have completed the forms and sent in the £750.00, parents become bound by the school terms and conditions. A full academic term's notice is required should you wish to withdraw from the admissions process.
8. Your child will be invited to spend half a day at the school in the term prior to their entry in order that they might be familiar with the environment and their classmates before they start their academic journey with us.
9. Prior to your child's entry into the school, you will be furnished with the passwords necessary to access the secure part of the website where you will find detailed information about the running of the school and a handbook for parents. You will also be invited to attend an information evening in the summer term where you will have the opportunity to meet with parents of the other children in your child's form, meet your child's form tutor and have the opportunity to ask any questions.

In the Early Years Foundation Stage, the school admits up to 21 children into Nursery and up to 14 children in the Reception class. Years 1-6 have a maximum of 16 children in each class.

Due to geographical relocation, occasional places do become available for Years 1-6. Please enquire with the school office. Most of our pupils take the independent schools' entry examinations at 11 and the 11+ examinations to local grammar schools in year 6.

Admission Criteria

- The school is a multicultural environment and it welcomes pupils from any ethnic, cultural and religious background.
- There is no entry examination, but pupils may be tested on entry to assess their attainment levels in Maths and Reading.
- In the Early Years Foundation Stage, preference is given to families with a sibling already attending the school, and those seeking to educate their children at Westbury House School beyond Reception.

- Year 1 places are offered as a priority to pupils who were in Reception.
- A further two places become available at this point, taking the maximum class size to 16.
- Where pupils seek to join the school in the senior classes and when initial assessments indicate that their standards are at variance with the average standards in the relevant year group, the school may advise parents that Westbury House would not suit their child. It would be inappropriate to offer a place to a child who would feel too distant from the achievements of their classmates.
- Each child is assessed on his/her own merits, and there may be occasions where the school feels that a sibling is more likely to thrive better in a different academic environment. It is not the school's policy to offer a place to a child where we believe we cannot meet that child's needs.
- Behaviour is an important consideration. Where a child demonstrates that they cannot conform to the expectations of behaviour within the classroom, a place will not be offered.

Pupils with Disabilities and/or Special Educational Needs

In conformity with the Equality Act 2010, the school does not discriminate against pupils with disabilities. Their application for admission is considered with the same attention as any other application. The school will make reasonable adjustments to meet the needs of these pupils within the limits of the building and available budget, through negotiation with parents or guardians.

The school welcomes pupils with mild special educational needs if their needs can be met through Westbury's existing provision. At this stage of its development, the school does not have the capacity to make provision for some specific or moderate educational needs. We advise parents of children with special educational needs to discuss their children's requirements with us during a visit to the school. We will discuss adjustments that can be made for their child if he/she becomes a pupil at the school.

The school reserves the right to withdraw an offer if a child is unable to meet the demands of the curriculum within the bounds of a teacher's normal expectations of differentiating for different abilities.

Should the school consider that a pupil already on role may have learning difficulties, the school will follow the DfE Special educational needs and disability code of practice: 0 to 25 years 2014. Parents will be asked to have the needs of their child properly diagnosed by the appropriate authorities or professionals. The school will review the assessment report with the parents and discuss whether the child's needs can be met by the school. If the assessment report indicates that the provision should include specialist support, for example from a speech and language therapist, parents will be expected to bear the cost of this additional support. If the school has identified a problem and the parents refuse to have their child further assessed by an appropriate dispassionate professional, the school reserves the right to insist that the parents withdraw the child.

Pupils with English as an Additional Language (EAL)

Westbury House School serves a diverse community and some pupils have English as an additional language. Pupils who are at an early stage of learning English as an additional

language (i.e. those who join the school with little or no English) or who are at a more advanced stage of learning English but still below the level of competence expected within their age group, will require additional support from an EAL specialist. This extra provision is not included in the school fees.

If the Learning Support Coordinator deems it necessary that children receive this extra input, it is part of the terms and conditions of the school that parents agree to pay for this extra provision.

Pupils in Years 1 to 6 must aim to achieve a reasonable degree of fluency in English in order to cope with the academic and social demands of Westbury House School.

School's Contractual Terms and Conditions

Copies are sent to parents as part of the admissions process.

Information regarding fees is posted on the school website and available, on request, from the school office.

Complaints

We hope that you do not have any complaints about our admissions process. However, the school's complaints procedure is available on the website if necessary.

Agreed MT May 2016

Updated July 2016

Updated November 2016

Updated March 2017

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