



## **ADMISSIONS POLICY**

Member of staff responsible: Clare King, Stephanie Jackson, Susan Alkiviades & Kanchana Sivarajah

Last reviewed: 11<sup>th</sup> November 2019

Headmistress:

A handwritten signature in black ink, appearing to be the name 'a' followed by a long horizontal stroke.

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 31<sup>st</sup> 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 [admissions@westburyhouse.surrey.sch.uk](mailto:admissions@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.

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

### **Open Days and 'School in Action' days**

Each term the school holds at least one Open Day/ School in Action where prospective parents are welcomed. Tours of the school take place individually or in small groups, escorted by current pupils. These provide an opportunity to see teaching and learning in action or to meet the staff to ask questions. There is also an opportunity to meet the Head or SLT in an information setting upon conclusion of the tour.

### **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 via [admissions@westburyhouse.surrey.sch.uk](mailto:admissions@westburyhouse.surrey.sch.uk) .
2. Tour the school with a member of the SLT so you can see the school in operation. At this time you will have a meeting with the Headmistress.
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 half a day at the school (alternative and additional assessment for pupils with SEN, see below). 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. An admissions pack will be sent which will include a declaration form for parents to sign stating that all relevant information has been provided to the school.
6. The place is only secured by returning completed forms with a deposit for £750.00. This money is repaid once all outstanding fees have been paid if the required notice period has been given.
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 or fees in lieu.
8. Where possible, your child will be invited to spend a taster 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 where you will have the opportunity to meet parents of the other children in your child's form, your child's Form Tutor and can ask any questions you might wish.

### **The Admissions Procedure (Nursery)**

The school will admit children from 2 years of age. If there are no spaces available, the child's name will be placed on a waiting list. Priority will be given to pupils who have a sibling in the school.

1. Contact school to arrange a tour via [admissions@westburyhouse.surrey.sch.uk](mailto:admissions@westburyhouse.surrey.sch.uk)
2. See the nursery in operation and at this stage you will meet the Nursery Manager.
3. Complete registration form and return to the school with a non-refundable cheque for £100.
4. If a place is available, an offer of place will be made. Relevant forms will be sent.
5. The place is only secured by returning completed forms with a deposit for £450.00. This money is set against the final term's fees of their last term at Westbury House.
6. Once you have completed the forms and sent in the £450.00, 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 or 1 month for Full day care children.
7. Your child will be invited to a number of 'settling' sessions prior to their entry to nursery in order that they might be familiar with the environment and their classmates before they start their academic journey with us. Each child is assessed individually.
8. Prior to your child's entry into the nursery, 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.
9. Children transferring from Nursery to Reception will be required to pay an additional top up of £300 to their deposit held to secure their place.

In the Early Years Foundation Stage, the school admits up to 37 children into Nursery and up to 16 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 via 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 will be tested on entry to the school to assess their attainment levels in Maths and Reading so that we are able to support or stretch them.
- Reception places are offered as a priority to pupils who are in Nursery.
- 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.
- Parents may be advised that additional support might be necessary during their child's time at Westbury House. The parents will be liable for any cost involved. If a parent accepts a place on this basis, they will be deemed to have accepted the extra costs as well.
- 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. During the acquaint process, the school will assess prospective pupils with SEN for up to 3 days to ensure a reasonable judgement can be made as to whether needs can be met. We will discuss adjustments that can be made for their child if he/she becomes a pupil at the school. We may advise parents that additional support will be necessary for their child to access the full curriculum. In these circumstances, a place is only offered on the understanding that the parents will meet these costs fully.

The school reserves the right to withdraw an offer. There will be a probationary period of 6 weeks to ensure that the child is able 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 roll 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.

### **Bursaries**

Every bursary is a discretionary privilege, subject to high standards of attendance, diligence and behaviour on the pupil's part and to the parents treating the school and the staff reasonably. Bursaries are means tested and applications should be made to the school's parent company, the Inspired Learning Group.