



## Admissions and Transition Policy

(including Early Years Foundation Stage)

### CONTENTS

1. Introduction	Page 2
2. Parents Responsibility to their Children and the School	Page 2
3. Children whose First Language is not English	Page 3
4. Children whose Application is to other than their Chronological Year Group	Page 3
5. Special Educational Needs and Disability	Page 3
6. Siblings	Page 3
7. The Application Process	Page 3
8. Unsuccessful Applications	Page 4
9. School Terms & Conditions	Page 4
10. Complaints	Page 4
11. Records & Review	Page 4
Appendix 1	Page 5

Created/Amended	August 2015 November 2016  December 2016 January 2019 Feb 2020	JE – Pre-Prep School SKN – Prep School GRB – Senior School GRB – Senior School Whole School SLT Whole School SLT
Approved	May 2020	JE – Pre-Prep School KO – Prep School ANH – Senior School Whole School SLT
Next Review	May 2021	Whole School SLT

### APPROVED BY THE BOARD

Name:	Signature:	Date:
-------	------------	-------



## **1. INTRODUCTION**

- 1.1** Wellingborough School aims to be an inclusive co-educational school where every pupil feels valued by all with whom they come into contact during their time at the School. The School is committed to treating all pupils with the same level of care and respect whatever their skills, attainments, disabilities or differences. We have an Admissions Policy to ensure that all entrants are considered fairly and in an appropriate manner with respect to their point of entry to the School. The policy explains how pupils may join the School at points across the age range 3–18.
- 1.2** Our policy is selective whilst being as inclusive in our admissions criteria as is consistent with the maintenance or enhancement of our academic standards within a co-educational environment. The selective policy is designed to enable the School to sustain the confidence of the parents of high-achieving pupils, whilst continuing to value considerable breadth of academic intake.
- 1.3** Our aim is to offer places at Wellingborough School to pupils who will benefit from the School's particular environment and ethos and who will contribute to the maintenance and improvement of its standards, both inside and outside the classroom, whatever the point of entry. We aim to educate and develop each pupil we admit to the best of their potential, which should be broadly in line with the measurable standards set out in the section below for each part of the School. Academically and socially, the pupils must be able to thrive and their behaviour must not be detrimental to the progress of others.
- 1.4** If in our judgement a pupil is not thriving in any part of Wellingborough School we may, after a proper level of consultation between the parents and the School, recommend that the pupil continues his or her education at a more appropriate school.
- 1.5** Most of all we are interested in a young person's natural intelligence and curiosity, their appetite for learning and readiness to throw themselves into the School's wider life. Where pupils joining Wellingborough School have had previous formal schooling, a report will be requested from previous schools at the time of assessment/interview, together with a reference from the Head Teacher, in order to discharge our legal and educational duties. No pupil will start their schooling unless a satisfactory full reference has been received.

## **2. PARENTS' RESPONSIBILITY TO THEIR CHILDREN AND TO THE SCHOOL**

- 2.1** The School requests that parents make the School aware of any relevant information regarding a prospective pupil's specific educational needs, mental health or physical disability or any reason why the performance at any assessment may be below normal performance levels at the time of application. Parents will be specifically required to raise any issues when prospective pupils are invited to attend school for assessment. In assessing any pupil or prospective pupil we may take such advice and require such assessments as we regard to be appropriate. Subject to this, we will be sensitive to any requests for confidentiality.

## **3. CHILDREN WHOSE FIRST LANGUAGE IS NOT ENGLISH**

- 3.1** Wellingborough School may admit pupils whose first language is not English. The admission of such pupils will be based on our judgement of their linguistic capacity to access the curriculum. It is recognised that linguistic competence is likely to increase swiftly when they are being taught in English and mixing with English-speaking pupils. Accordingly, allowances are made for pupils whose English is not fluent but whose general ability is clear. We do employ specialist teachers of English as an additional language. We aim to identify as early as possible a pupil who does not make the expected progress because of inadequate English language



skills and will help parents of pupils below Sixth Form level to identify a suitable teacher whom they may employ to provide necessary remedial help.

#### **4. CHILDREN WHOSE APPLICATION IS TO OTHER THAN THEIR CHRONOLOGICAL YEAR GROUP**

- 4.1** Wellingborough School normally does not admit pupils to a year group other than their chronological year group. It is better for pupils to work in their chronological year group so that their peer-group comprises pupils who are at their level developmentally, physically and socially. Exceptions to this policy are occasionally made if there are good and sufficient reasons to suggest that the exception will benefit the pupils and not disadvantage others in the target year group.

#### **5. SPECIAL EDUCATIONAL NEEDS & DISABILITY**

- 5.1** Our policy is to apply the admission criteria to all pupils and potential pupils regardless of any disability of which we are aware. We will however make reasonable adjustments so that no disabled pupil or potential pupil is put at a substantial disadvantage at the assessment stage or thereafter because of his or her disability or difference. We will only make an offer of a place if we are confident that the pupil will be able to access the full curriculum at the appropriate entry point, working at the expected academic level as stipulated in the Admissions Policy. The school employs qualified and experienced learning support teachers whose responsibility it is to help pupils who need support. We may not make an offer if we judge that a pupil's educational needs are such that specialist help beyond what is available at, or can be provided in conjunction with, Wellingborough School will be required.

#### **6. SIBLINGS**

- 6.1** Whilst we do our utmost to accommodate siblings, there is no automatic right to entry to any part of the School. Application will be based upon the normal admissions criteria and processes.

#### **7. THE APPLICATION PROCESS**

- 7.1** Any parent or guardian who is interested in their child joining the School can make an enquiry via the School website or by contacting the Admissions Team by telephoning the School Reception on 01933 222427 and selecting option 2 or emailing [admissions@wellingborougschool.org](mailto:admissions@wellingborougschool.org).
- 7.2** The Admissions Team, will then contact the prospective parents/guardians to discuss individual requirements and arrange for the pupil to visit the School for a tour and to meet the respective Head.
- 7.3** The prospective pupil will be offered an assessment and the parents/guardians will be asked to pay a £75.00 registration fee
- 7.4** The parent/guardian will be asked for permission to apply to the child's current school or nursery for a reference ahead of any offer of a place. Once permission is gained, the Admissions Team will contact the child's current school
- 7.5** Following the assessment and reference, the respective Head will advise the Admissions Team of the outcome. If appropriate a verbal offer will be made; if an offer is not made, the Admissions Officer will explain why the School is unable to accommodate the pupil.
- 7.6** The Admissions Team will send out a formal letter of offer or decline of a place.
- 7.7** Once a satisfactory reference has been received, the parents will be asked to complete an Acceptance Form, pay a £500, complete a new pupil pack and return this to the Admissions Team



along with the child's birth certificate. The Admissions Team will take a copy of the birth certificate, which will be retained in the pupil's file and return the original as soon as possible.

## **8. UNSUCCESSFUL APPLICATIONS**

**8.1** Under some circumstances a pupil who has been unsuccessful in gaining a place at Wellingborough School may wish to join the School at a later date, when age sensitive weaknesses in the initial application may have been overcome. Such applications should be made in the normal manner.

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

**9.1** The School's Terms and Conditions are on the School's website.

## **10. COMPLAINTS**

**10.1** The School's Complaints Procedure, which applies to parents of pupils at the School, is on the School's website.

## **11. RECORDS AND REVIEW**

**11.1** Applicants' details will be held on file with due regard to the Data Protection Act 2018, the School's Data Protection Policy and School's Privacy Notice and the Retention of Records guidelines.

The School will not hold personal data of you or your child for longer than is necessary for lawful purposes. This will generally be no longer than six months following an unsuccessful application, but may be longer if parents express an interest in candidates reapplying for any reason at a later date.

## **Appendix 1: Admissions and Transition**

### **1. Preparatory School**

#### **Lower Prep**

##### **Entry into Nursery and Reception**

To start in our Nursery, children need to have turned 3 by 1st September of their year of entry. The children then move to Reception the following year. Both full-time (9.00am-3.30pm) and part-time (9.00am-12.30pm) places are available with a minimum of 15 hours per week. Places in Nursery and Reception are allocated in order of registration.

We invite a child entering Nursery or Reception to spend a morning or afternoon with us so that we can make sure they are ready to enjoy all the opportunities we offer. We also make an informal assessment of their readiness to play and learn harmoniously with others. Once a place has been confirmed, children then enjoy coming to our pre-entry afternoons with their parents to help them become more familiar with the setting and confident to be left when term begins.

##### **Entry into Years 1 and 2**

Children entering at Key Stage 1 (Years 1 and 2) will be invited to spend a morning or day in the School so that we can assess their progress in Literacy and Numeracy thus far. We also take account of their general attitude to learning and their interactions with their peers. A Headteacher's reference and a report from a child's previous school will also be requested. In this way we hope to ensure that all children can enjoy their time together and progress to the best of their ability.

#### **Upper Prep**

##### **Entry into Year 3**

Year 3 is a key entry point into the Preparatory School. Children applying for a place in Year 3 are invited into the School for a day to spend time with their peer group. During the day they will be asked to do reading, writing and maths assessments. Their interactions and general attitude to learning will also be observed. A Headteacher's reference and a report from the child's previous school will be requested. We may decline to make an offer if we judge that a child's educational needs are such that specialist help, beyond what is available at Wellingborough Preparatory School, will be required. This step will only be taken after consultation, in conjunction with parents, of the adjustments which would be necessary to accommodate the needs of the child.

##### **Entry into Years 4, 5 & 6**

Although there tend to be common points of entry, pupils are welcome to join Wellingborough Preparatory School at any stage of their education, space permitting.

The Preparatory School is happy to admit children in Years 4, 5 and 6 where places are available and generally has pupils joining all year groups in September and throughout the year. The entrance assessments for these year groups include a verbal reasoning test, non-verbal reasoning test, reading for comprehension test and writing a story. A Headteacher's reference and a report from the child's previous school will also be requested.

### **2. SENIOR SCHOOL**

#### **Entry into Year 7**

Year 7 is the main entry point into the Senior School, we usually have four or five form groups in Year 7. Entrance exams are held on a Saturday in late January; children successful in gaining a place will be notified by the middle of February.

The entrance assessment comprises cognitive aptitude tests. We offer academic Scholarships for entry into this year group following an interview with the Headmaster, awarded to those showing excellence as indicated by these assessments.

A sound academic foundation is necessary and we have minimum academic standards; all pupils from our own Prep School are monitored as they progress through and if there is a question over their achieving an acceptable standard in order to progress into the Senior School, this will be flagged at an early stage.

### **Entry into Year 8, 9, 10 & 11**

We seek to select boys and girls who will be happy and thrive here regardless of their background and previous educational experience.

Those seeking to enter at Year 8, 9 or 10 will take an Entrance Assessment (either ideally in January or alternatively at some other point in the year) which involves CAT testing. Entry into Year 11 would follow the same format of assessment but great consideration would be given to whether a pupil is likely to be able to realise their full potential moving halfway through their GCSE studies, where it is inevitable that the same specifications may not have been studied and some subjects may not be available. The best interests of the pupil would always be of paramount importance in such cases.

Most of all we are interested in a young person's natural intelligence and curiosity, their appetite for learning and readiness to throw themselves into the School's wider life.

### **Entry into Sixth Form**

Wellingborough School Sixth Form provides an opportunity like no other. A day school with boarding school sensibilities, the Wellingborough experience extends far beyond typical expectations. From the wide range of subjects on offer to the innovative choice of Enrichment activities beyond the curriculum, Sixth Form life here is a world apart.

The offer of a place for Sixth Form entry is normally based upon interview, reference from current school and predicted grades of a minimum four 6s and two 5s at GCSE. Discussion of possible A Level subjects at interview may lead to guidance regarding higher entry grades for particular courses. Confirmation of a place for all potential Sixth Form pupils takes place in August after the publication of GCSE results. Our own Year 11 pupils are expected to achieve the same standard to continue into the Sixth Form.