



Windlesham School  
& Nursery

## Admissions Policy

Last Reviewed: January 2022

Next Review Due: January 2024

Reviewed by John Ingrassia, Headmaster

## **1 Introduction**

Windlesham School is a co-educational independent school for pupils from Nursery to Year 6. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable and that this visit should take place on a day of normal operation so that you and your child can clearly see what the normal learning experience for children at Windlesham School is like. We very much hope that you and your child will visit Windlesham School.

We are very happy to welcome prospective parents and their children at most times. Please contact the school by telephone or e-mail. A prospectus can be sent with further information and an appointment can be arranged to visit the School and meet our Head teacher.

Children can enter the Nursery in the term they turn 3 or Reception at 4+ and places are sometimes available in other year groups.

After an initial tour of the School and meeting with our Head teacher, prospective children are generally invited to attend a familiarisation visit known as a Taster Day during which staff will assess the child and inform the Head if they feel the child would benefit from a place at Windlesham School. The Taster Day is an opportunity to identify specific strengths and learning, physical or social needs. It is also an opportunity for children to evaluate how they see themselves in our school. We believe that pupil voice is an important factor in a child's education and having an opinion about their school is the first part.

For Nursery and Reception children, the visits are much shorter, an hour and a morning respectively.

If appropriate and deemed necessary, the School may also request a copy of your child's most recent school report.

If concerns are raised by teaching staff they will be discussed with the Head. This may result in the suggestion that your child makes another visit, or visits, being arranged at the same level, or at a different level, before a decision is made about offering a place. On completion of a successful assessment visit(s), a letter offering a place will be issued.

For parents who are unable to visit the school who are perhaps enquiring from another country, we will arrange a phone or online consultation with the Head teacher before requiring a copy of the latest school report and a reference from the present school.

For parents who are offered a place and would like to register their child, we require a completed Registration Form together with a non-returnable Registration Fee of £60. In addition, parents pay a School Deposit of £300 to secure their child's place and this is refundable when the child leaves the School. Confirmation of a place is then forwarded in writing. Parents are also required to complete a Pre-offer Disclosure Form, explained in more detail below.

In the event of over-subscription preference will be given to a sibling of a child already at the school. A child may be placed on a waiting list if the year group is oversubscribed. Parents will then be informed if a place becomes available.

During the Summer Term, we invite all new children to meet their teacher and visit the classroom. A Welcome Pack with general information is given to parents during this visit. In some cases, this will be sent to families by post.

On the first day of term all new children start at different appointed times to ensure that they have sufficient time to settle into their new classes.

## **2 Equal Treatment**

Windlesham School'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. We are committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability or social background.

## **3 Special Educational Needs**

Windlesham School does not discriminate in any way regarding entry. The school welcomes pupils with special educational needs providing that our learning support department can offer the support required. We welcome pupils with disabilities provided that our site can accommodate with them. However, we strongly advise parents of children with special educational needs or physical or learning disabilities to discuss their child's requirements with the school before enrolment so that the School can make adequate provision for them. Parents should provide a copy of an educational psychologist's report or a medical report if they have one.

The School will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if they become a pupil at the School.

In assessing any pupil or prospective pupil the School may take such advice and require such assessments as it considers appropriate. This is to ensure that the School can provide the right environment for the child's academic, physical and pastoral needs.

Full Disclosure: Before a new registration is confirmed, the School will ask prospective parents to complete a Pre-offer Disclosure Form. Parents must disclose to the School any known or suspected circumstances relating to their child'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 child.

Where a child's SEND is identified, or develops, after the child has started at the School, we will endeavour to continue support the child as long as we have the appropriate resources and facilities to provide them with the support they require. We believe it is in the best interest of the child and of the School community for them to remain at the School.

Where, in our judgement, any 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.

## **4 School's Contractual Terms & Conditions**

Copies will be made available to parents as part of the admissions process.

## **5 Financial considerations**

The School may seek references about parents' payment history from any previous independent school attended. Failure to disclose outstanding debts with previous schools may result in the offer of a place being withdrawn.

Should you wish to be considered for a bursary, please enquire with our admissions team. These are allocated primarily on the basis of income and are available for children once they have turned 5.

## **6 Complaints**

The school hopes that parents and pupils do not have any complaints about the school's admissions process; but copies of the school's complaints procedure can be sent to parents on request.

## **7 References**

- A. Education Act 2002
- B. School Standards and Framework Act 1998
- C. The Education (Independent School Standards) (England) Regulations 2010
- D. Schools Admission Code 2010