



Windlesham School  
& Nursery

## Admissions Policy

Last Reviewed: November 2017

Next Review Due: Summer Term, First Half, 2019

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. We very much hope that you and your child will visit Windlesham School. We hold several open events throughout the year and these 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 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 at 3+ or Reception at 4+ and places are sometimes available in other year groups.

For parents who would like to register their child, we would require a completed Registration Card 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. In cases where there are limited places, priority will be given to pupils with siblings already at the school.

For children entering Windlesham from Reception, a Taster Day can be arranged and a general assessment made during their visit. Similarly, a brief taster session can be arranged for pupils for Nursery pupils.

Invitations to Open Days and special events are forwarded to our prospective parents. 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 in to 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 its learning support department can offer them the support that they require. 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 mental disabilities to discuss their child's requirements with the school before enrolment so that the school can make adequate provision for him/her. 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 he/she becomes a pupil at the school.

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

Copies will be made available to parents as part of the admissions process. For information relating to our exclusions policy, please refer to Section 13 (Serious incidents) in the School's Behaviour Policy and to Section 6 (Disciplinary Procedures) of the Parent Contract.

## **5 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.

## **6 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