



Waverley School

Admissions Policy

Waverley School has two guiding principles at the heart of its admissions procedure for its schools

- **An inclusive philosophy**
- **A belief in affordability leading to accessibility**

Policy Statement

Waverley School will ensure that parents of pupils and prospective pupils should be made aware that the admission policy is available and a copy should be provided to them on request.

The Admissions policy will:

Clearly set out the criteria on which decisions are being made

Refer any parents who are dissatisfied with a decision to the school's complaints procedure

Aims of this Policy

- To ensure compliance with the School's charitable purpose as a school providing non selective independent education in Finchampstead for girls and boys between the ages of 3 to 11 years.
- To ensure equality of opportunity for pupil entry on grounds of race/gender/disability
- To set selection criteria and procedures that are consistent with this charitable purpose and fair to applicants.
- To identify applicants whose academic and other abilities appear to match the ethos and standards of the School and whose personal qualities suggest they have the potential to contribute sufficiently to the school community and benefit from the many opportunities that are offered here.

Entry Points

- The School accepts 20 pupils at 4+. Waverley is single form entry with class sizes no larger than 22.
- Places in the Early Years centre are compliant with staffing ratios and Ofsted requirements
- The School takes the applicant's age on 1st September of their academic year. Exceptions may be made where an applicant whose birthday falls after 1st September is considered to be sufficiently mature to accommodate him or herself to the academic and social demands of the year group compliant with school curriculum policy.



Admissions Timetable

Internal Reception Year Admissions

- Each September the Operations Manager sends a letter and an Initial Enquiry Form to all parents of prospective reception age children for the following academic year, outlining availability of places in the school.
- An information meeting for prospective reception age parents is held introducing the curriculum, the staff and offering visits to the school.
- The children of all parents returning an Initial Enquiry Form will be invited for an informal assessment day, after which the parent will receive feedback on the assessment day, a fee quotation and a Pupil Entry Form.
- After the return of the Pupil Entry Form and signed contract the parent(s) will be sent a letter, 'Welcome Pack' and school joining forms.
- Should the reception class be oversubscribed, the child's name will be put on a waiting list.

General Admissions

- All enquiring Parents are sent prospectus and Initial Enquiry form and are invited to a school visit.
- The children of all parents returning an Initial Enquiry Form will be invited to an informal assessment day, after which the parent will receive feedback on the assessment day, a fee quotation and a Pupil Entry Form
- After the return of the Pupil Entry Form, registration fee, deposit and signed contract the parent(s) will be sent a letter, 'Welcome Pack' and school joining forms.
- Should the appropriate class be over subscribed, the parent will pay registration fee only and the child's name will be put on a waiting list.

Early Years Admissions

- All enquiring Parents are sent prospectus and Initial Enquiry form and are invited to a school visit
- All parents returning an Initial Enquiry Form are required to complete a session request form, outlining their sessional needs.
- Parents complete and return an Early Years contract along with registration and deposit fees.
- Should the appropriate class be over subscribed, the parent will pay the registration fee only and the child's name will be put on a waiting list.

Waiting Lists

- Children are placed in age group on the waiting list on a first come first served basis, parents are notified should a place become available
- The offer of places will be determined by the following factors, in this order of priority:
 - The presence of siblings in the School.



- Children currently attending nursery at the Waverley School
- The date of registration or date of first contact with the School- places will be awarded to those who have been registered longest.
- The distance a family lives from the School.

Responsibility for Admissions

- The Bursar and Head/ Nursery Manager are responsible for admissions and for the operation of this policy.
- The Deputy Head is responsible for the organisation of pupil informal assessment days
- The format for informal assessment days are reviewed from time to time.
- Documents supporting each application for admission, together with any relevant paper work, is retained by the School for every child enrolled in the school or nursery or on the waiting list.
- Each year the Schools Governors will review the admission statistics.

Selection

The preconditions for admission are that:

- The applicant is of the appropriate age and sufficient maturity.
- The applicant enjoys a level of general health that allows the applicant to benefit from the educational opportunity at Waverley School.
- The applicant's learning difficulties and other additional needs (if any) can, in the opinion of the Head teacher, be managed within the School's normal provision.
- The present school (if applicable) reports satisfactory attitudes and conduct on the part of parents and applicant.
- Agreement to sign up to the School's Terms and Conditions, including any Home/School Contract outlining mutual support, responsibilities and duties between the school and parent
- Fees (if applicable) at the present school have been paid in full
- Satisfactory payment history for siblings already in attendance.
- Payment of registration fee and deposit.

The criteria for selection are:

- A positive recommendation from the head teacher of the applicant's present school.
- A satisfactory visit day.

Factors that are not taken into account in the assessment of a pupil for admissions include:

- The applicant's skin colour, race, gender, physical ability nationality or ethnic or national origin, religious faith, area of residence or socio-economic group.



Informal Assessment Day

- The aim of the informal assessment day is to explore some of the criteria set out above. The style of the assessment day is intended to be informal and natural.
- The informal Assessment Day provides an opportunity for the family to take its own decision over schooling as well as for the School to learn about the family and the pupil.
- The Informal Assessment is carried out in a normal class setting by the class teacher and will include some literacy and numeracy activities.

The Offer of a Place

- Within seven days after the Informal Assessment Day, the parents of each applicant and the head teacher of the present school are informed in writing of the place offered

Complaints Policy

Parents are asked to refer to the schools Complaint Policy if they are dissatisfied with any area in relation to Admissions, which is available on request from the School.

Policy Date: 1st May 2011

Review Date: 1st May 2012

