



Walhampton

Admissions Policy

Applies to Prep, Pre-Prep and EYFS

Drafted by: Head
Approved by: Education Committee
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ISI Policy Nos.: A1 / E10

A Legal Requirement and an ISI Reporting Standard

Reference:

- Education Act 2002
- School Standards and Framework Act 1998
- ISI 2003/1910 (as amended)
- ISI Regulatory Checklist Part 6

Throughout this Admissions Policy the term parent includes legal guardians and all others who have parental responsibility for children entering Walhampton.

Introduction

Walhampton is a co-educational independent school for pupils from ages 2 to 13. The school has approximately 370 pupils, 30 of whom are full time boarders with a further 30 flexible boarders at any one time.

Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable and we very much hope that you and your child will come and see us.

We host an Open Morning each term, details of which are published on our website www.walhampton.com. We would also encourage prospective parents and their children to visit us at other times too. This will enable us to spend time with you, show you our school and talk through the admissions process. We want to work with you to ensure that we all reach the right decisions at the right time.

A bespoke tour with a member of staff from the Admissions Department, or senior staff from the Pre-Prep, will give you a feel for the daily life at Walhampton. Where

appropriate, you will receive a warm welcome by the boarding team in Bradfield House.

The Head meets with all prospective families and during this time he can discuss respective educational aims and answer any questions you may have. This can also be an opportunity for parents to discuss, in confidence, details of any special needs their child or children may have. It is important that all parties are content that a child will cope with a diverse and rich curriculum, feel safe and happy in the learning environment and make a contribution to the school.

We also encourage parents to develop an understanding of the school's ethos, policies and procedures so that the positive and progressive relationship between future Walhampton families and the school can begin.

Walhampton will not accept pupils who want to stay at the school for less than one academic year.

Please contact our Registrar on 01590 613303 or email registrar@walhampton.com to arrange a visit.

Entry Procedure

Walhampton welcomes children with a genuine interest in learning and interests that go beyond the scope of the academic curriculum. The school has a creative tradition in music, drama, art. Sport is also an important part of Walhampton life. An inclusive and 'sport for all' approach ensures that fitness and sportsmanship is learned from an early age. There are over sixty extra-curricular activities, all of which are important in developing and nurturing a well-balanced, compassionate and confident child.

Pupils can join year groups at any time during the year, however the usual points of entry are in the Early Years and Year 3. Entry in Year 8, the final year of the school, is uncommon as there is limited time to prepare a child for a scholarship or Common Entrance exams.

1. Assessment process

Walhampton recognises and celebrates children as individuals as they discover a love of learning that will stay with them through their education journey and beyond.

We also advise parents of children with special needs to discuss their child's requirements before the process starts in order that the school can make the adequate provision during the admissions process.

The Assessment process - Step by Step

- i. For entry into Pre-Prep, we do not give children interviews or assessments. During the academic year of entry into the Early Years we invite them to spend some time with us at school. During the process we seek to assure ourselves and you that the curriculum and our facilities are suitable for your children and that we can meet all their needs.
- ii. In the Prep department, the Head will meet and talk to all Prep prospective children as part of the assessment.
- iii. We invite prospective pupils to spend a trial day with us and undergo a formal assessment in literacy and numeracy, talk to them about their interests and look at potential as well as achievement. This helps to ascertain academic setting and ability. The assessment process aims to identify a child's potential and not simply their current attainment - and to assess whether they will benefit from the education provided, so no preparation is needed.
- iv. Parents of children who we judge will not benefit from a Walhampton education will be informed and given advice as to whether the child may improve with extra support or different options.
- v. We also request a reference from the child's current school where applicable and a copy of the latest academic report from the current school to help us understand their educational background.
- vi. The formal offer of any place will be made in writing from the Registrar and will be complete on return of the contract and the deposit. The contract must be signed by all parties with parental responsibility. Joining literature is sent out prior to the term of admission; we will need this information signed and completed to ensure appropriate care for your child and we ask you to complete this in full prior to the child's start date.

It is our responsibility as education professionals to ensure that any decision we make about entry into the school will be best for that individual child. We need to ensure that he or she will be able to access our curriculum (at each key stage) and joyfully move through the school. The Head or Registrar will be happy to discuss decisions with you.

2. Equality and Diversity

Equality is fundamental to the aims and ethos of Walhampton. The school promotes equality and diversity and ensures that policies and procedures are in place to tackle discrimination. The school seeks to eliminate unlawful discrimination in all its activities, and promote equality of opportunity for everyone engaging in the admissions process, and within the school community. In furtherance of this, Walhampton School is committed to equal treatment for all, regardless of a prospective pupil's gender, race, religion and belief, cultural background, social background, linguistic background, sexual orientation, gender identity, SEND and disability. The school aims to encourage applications from candidates with as diverse a range of backgrounds as possible. To that end, the Governors are committed to

broadening access to the school by offering to eligible and prospective parents, means-tested financial support to assist with the payment of school's fees.

3. Special Educational Needs

For the purposes of this document special educational needs may be defined as a physical disability, a medical condition or a learning need (e.g. dyslexia, developmental coordination disorder, ADHD, Autistic spectrum disorder, speech and language difficulties).

We do not discriminate in any way regarding entry. Children with specific diagnosed, or assessed learning needs, in or out of the classroom, can be supported in a variety of ways. We welcome children with learning needs, providing that our learning support department can, with reasonable adjustment, offer them the support that they require and whether the support that we provide will allow them to cope with our curriculum and the daily routine of school. We welcome children with physical disabilities provided that our site can, with reasonable adjustments, accommodate them.

We will consider each prospective pupil's admission individually. Parents of a child who has any known special educational needs or learning difficulty, must provide the School with full written details at registration or during the admissions process. The School needs to be made aware of any known disability, special educational needs or learning difficulties that may affect the child's ability to participate in the admissions process and take full advantage of the education provided at the School.

With this information, the School will, in the case of any child, assess those needs and consult with parents over any reasonable adjustments that can be made to make sure the information and application procedure is accessible to the child and that the School can cater adequately for the child if they become a pupil.

The School acknowledges its legal and moral responsibilities under the Equality Act 2010 and the Special Educational Needs and Disability Code of Practice 2015. Similarly, if a learning difficulty, medical condition or disability becomes apparent after admission, the School will consult with the parents about reasonable adjustments that can be made and which may allow the child to continue at the School.

If it is felt that the School can no longer provide for the educational needs of the child, then parents will be given every support and advice in seeking an alternative educational establishment for their child. We expect that parents of all children - prospective or current - with special educational needs, will provide full disclosure of any medical, educational psychologist or other reports regarding their child's disability, medical condition or educational needs. This information may be used to support any request, for example, for examination extra time provision or other special arrangements. In assessing any child, the School may take such advice and require parents to seek assessments it regards as appropriate. We will, of course, talk each stage through with parents on a case by case basis. Failure by parents to make the necessary disclosure of information may prevent the School from providing

adequate support and may jeopardise the entry or advancement of the child through the school.

4. Scholarships and Bursaries

Walhampton offers scholarships for Academics, Sport, Music, Art and Drama in Year 6 for Year 7&8. Please request an application form from the Head's PA.

Means-tested bursaries are offered in order to make it possible for those who meet the school's admission criteria but whose parents are unable to pay full fees to nevertheless benefit from the many opportunities that Walhampton offers. Both parents are required to provide proof of their income and assets. The level of support varies according to parental needs, but can extend to full fee remission in cases of proven need. Before the offer of a bursary is confirmed, a home visit may be conducted if the school deem it necessary.

We encourage any parent who feels that they will struggle to pay full tuition fees to consider applying for a bursary. Further details can be found in the school's Awards policy, which is available on the website.

All bursary awards (including hardship grants) are subject to annual review of parental means and may be varied upwards or downwards depending on changing parental circumstances.

5. Overseas Applicants

Walhampton welcomes international students from all over the world who come to us for an outstanding British boarding experience and a life-changing education. Young people of all nationalities are welcome at Walhampton school and boarding places are available from the age of 7. The combination of academic study with a wide range of offerings in sports, arts, and activities ensures that our students are active, engaged and happy.

i. Overseas Pupils' Assessment

In order to cope with the academic and social dynamics of the school, children must have a moderate level English. This will be assessed by the Head of EAL prior to admission. Normally children should have been educated in the English medium for at least one year before coming to the School. Overseas applicants' English language needs to be good enough for the pupil to thrive academically and socially. In addition it will be advantageous for all applicants from overseas to provide us with a UKiset report or similar report at the earliest stage of the application process and certainly before the closing date for applications. The UKiset is an adaptive cognitive test measuring underlying ability and language proficiency. For more information please visit: www.ukiset.com.

The school may invite international students to come for a Taster Week to experience boarding and complete additional entry assessment tests.

ii. Guardians

We welcome overseas children provided that they have suitable Guardianship arrangements in the UK.

United Kingdom Visas and Immigration issues our licence as an educational sponsor so that children from outside of the European Union (EU) can study at the School. They regularly monitor all boarding schools to make sure the correct procedures for Tier 4 visa and Guardianship are being followed in order to ensure that overseas children are properly supported. Our aim is to make sure we carry out these duties attentively to safeguard children in our care at all times and protect our status as a sponsor of Tier 4 (educational) visas.

It is a legal requirement that all pupils living overseas should have a guardian in this country who will act in loco parentis for them:

- in cases of illness or disciplinary matters,
- to whom they may go for half-term exets and holidays when the pupil is unable to go home,
- who is able to deal with their arrival at or departure from airports as necessary.
- A guardianship form must be completed and signed by both parents and guardians before the pupil joins the school.

Guardians are always welcome at the School and are encouraged to take as much interest in their wards as they feel able.

i. Visas

Pupils living outside the EU should consult the Home Office UK Border Agency website www.ukvisas.gov.uk to find out whether a student visa is required, and, if so, how to apply for one in your country of residence. It is the responsibility of parents to obtain, and to renew as necessary, the appropriate student visa before arriving at Walhampton. Walhampton School holds a Tier 4 sponsor licence.

International applicants will need to submit the following:

1. School reports from current and previous year
2. English language with questions/short essay (EAL), Mathematics and a General aptitude test
3. Interview via Skype or in person
4. Some candidates may need to come for a Taster Week or Taster Days

In order to cope with the academic and social demands, pupils should have a reasonable knowledge of English. Tuition in English as an Additional Language (EAL) will be arranged on request at extra cost.

School's Contractual Terms and Conditions

Copies of our standard terms and conditions, and those for Early Years pupils where applicable, will be given to parents as part of the admissions process. The standard

charges (including rates for individual music, LAMDA, English as an Additional Language, learning support lessons) are set in the Fees document and are also available on the school's website.

1. Suspension & Exclusion

- i. We believe that when an allegation of severe infringement of the school rules exists against a pupil, it may be in the pupil's best interest to stay away from school whilst the matter is being investigated.
- ii. For offences such as consumption of alcohol, smoking, drugs, stealing and bullying, suspension from school will be the usual sanction and a pupil may be permanently excluded in extremely serious cases.
- iii. Persistent infringement of school rules and norms of behaviour may result, after warnings, in permanent exclusion.
- iv. The governors may exclude a pupil from school if the fees remain unpaid after due warning being sent to parents. If a child has been excluded from school, he or she may be allowed to return to sit external examination for which he or she has already been entered.

2. Complaints

We hope that you and child do not have any complaints about our admissions process. If any matters do arise, we would appreciate the chance to address them informally, but a copy of the school's complaints procedure is available on the school website.

3. Safeguarding in the Admissions department

The Admissions department is committed to safeguarding and promoting the safety and welfare of every child at the school in line with the school's safeguarding policy with which every staff member must be familiar.

We aim to ensure that at each stage of the admissions process we are aware of the learning and pastoral needs of the children with whom we come into contact. In order to do this we gather, record and share appropriately, information about a child who may join the school as a pupil. In the event of a safeguarding concern, the Designated Safeguarding Lead will be notified.

4. Data protection

The information gathered within the admissions process is provided so that the school may process the registration and legitimately consider your child's suitability for a place and, if

a place is offered, in order to safeguard and promote the welfare of your child. All data will be administered in accordance with the schools privacy and GDPR policy.