



Admissions Policy

Last Reviewed: January 2025

Next Review Due: January 2026

Reviewed by Katherine Croucher, Acting Headteacher

1 Introduction

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

We are very happy to welcome prospective parents and their children at most times. Tours and visits can be arranged by contacting the school by telephone or e-mail. A prospective parent visit to the school will usually involve meeting the Headteacher or another senior member of staff.

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

After an initial tour of the School and meeting with the Headteacher, prospective children are generally invited to attend a familiarisation visit known as a taster day. The purpose of this day is to ascertain whether the child will be able to flourish academically and personally at the school. It is a two-way process allowing both the school and the prospective family to gauge whether the school is a good fit.

During a taster day, visiting children will follow the usual timetable for the day within their class. Teaching staff will assess the child and record any observations; this information will be shared with the Headteacher. The taster day is an opportunity to identify specific strengths as well as any learning, physical or social needs. Importantly, it is also an opportunity for children to experience a typical day at Windlesham and evaluate how they feel about the school. We believe that pupil voice is an important factor in a child's education and having an opinion about their school is important.

For Nursery and Reception children, taster sessions are much shorter: an hour and a morning respectively.

If the school finds that the timeframe of the taster day/session has been insufficient or if concerns are raised by teaching staff, a second taster session may be requested. Another visit, or visits, might be arranged within the same year group, or within a different year group if deemed appropriate, before a decision is made about offering a place. The School may also request a copy of the prospective child's most recent school report or may request a reference from their current school.

On completion of a successful assessment visit(s), a letter from the Headteacher offering a place will be issued by the admissions team. At this stage, the School may consider any financial needs of the parents and if any assistance may be offered. Any such assistance will be determined by the Headteacher in consultation with the bursar and is subject to school resources.

For parents who are unable to visit the School or who are enquiring from another country, a phone or online consultation with the Headteacher will be arranged before requiring a copy of the child's latest school report and a reference from the present school.

Parents who are offered a place and who would like to register their child, are required to complete and return a registration form together with a non-returnable registration fee of £72 to secure their child's place. In addition, parents must 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 Pupil Disclosure Form, explained in more detail below.

A child may be placed on a waiting list if the year group is oversubscribed. To join the waiting list, the non-refundable registration fee of £72 is required. Parents will then be informed if a place becomes available and the £300 school deposit will be paid to secure the place. In the event of over-subscription, preference will be given to a sibling of a child already at the school.

During the Summer Term, all children joining the school in the following September are invited to meet their teacher and visit the classroom. A welcome pack with general information is given to parents at this time. In some cases, this will be sent to families electronically or by post.

On their first day at Windlesham, all new children are invited to arrive at an appointed time. It is usual for the child to be met by a 'class buddy' who will accompany them to their classroom alongside a member of staff. Sufficient time is built in to help settle the child into their new class.

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. Pupils with disabilities are welcomed provided that the school 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 Pupil Disclosure Form. Parents must disclose to the School any known or suspected circumstances relating to their child's health, development, allergies, disabilities and special educational needs. The School reserves the right to subsequently withdraw any place offered based on incomplete disclosure of known or suspected SEND circumstances.

Following receipt of the Pupil Disclosure Form, the School will give final confirmation that a school place has been allocated as long as it is still clear that the needs of the child can be met.

Where a child's SEND is identified, or develops, after the child has started at Windlesham, the School will endeavour to continue to support the child as long as the appropriate resources and facilities are available 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 as long as their needs can be met.

Where, in the School's judgement, any of the conditions of the School's admissions policy are no longer met, the right is reserved to withdraw a place at the School. In such circumstances, reasonable endeavours will be used to support parents in finding alternative arrangements.

4 School's Contractual Terms & Conditions

On joining Windlesham School, parents are required to sign an acceptance form confirming they *'acknowledge and agree that the terms and conditions attached to this Acceptance Form as varied from time to time form part of the contract between us/me and the School.* Copies of the Parent Contract or Terms and Conditions will be made available to parents as part of the admissions process. By signing the acceptance form, parents also agree that a full term's notice in writing must be sent to the Headteacher before the first day of the final term at Windlesham, otherwise the final term's fees will be payable. Furthermore, by signing the Acceptance Form, parents confirm that any previously shared information relating to the family or the child is and remains complete and accurate.

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 families wish to be considered for a bursary, enquiries should be made via the School's admissions team. Bursaries are allocated primarily on the basis of income and are available from the term following the child's 5th birthday.

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 2019
- D. Schools Admission Code 2021