



**Admissions Policy**  
**May 26**



## Admissions Policy

<b>This policy will be reviewed annually</b>
Policy reviewed: May 26 by ARF/SS/CVDM
Next review: May 26 by ARF/SS/CVDM

This policy is applicable to all pupils, including those in the Early Years Foundation Stage.

### 1. GENERAL

- 1.1 WCPS (“the School”) is an independent school for pupils from the age of 4 to 7. The school has approximately 170 pupils.
- 1.2 From September 2027, WCPS will become a co-educational school, welcoming boys and girls into Reception. Once co-education is fully established, our aim is to have equal numbers of boys and girls in each year group.
- 1.3 At WCPS, our core values and aims are rooted in providing a nurturing, inclusive, and inspiring environment where every child is encouraged to thrive. We are committed to fostering a love of learning, promoting kindness and respect, and developing confident, curious, and resilient individuals. Deciding on the right school for your child is particularly important and we believe that a personal visit is invaluable.

### 2. VISITING THE SCHOOL

- 2.1 The school holds open mornings each term for all prospective parents which give a general introduction to the school. Further details of all arrangements for visiting the school can be found on the admissions page of the school’s website.

### 3. THE REGISTRATION PROCEDURE

- 3.1 Parents are invited to register their interest in a Reception year place by completing an online registration form and paying a registration fee. A link to the form is available on the website. Applicants for admission are welcome from birth. Applicants must be registered to take part in our entry process.
  - 3.2 WCPS does not permit pupils to register who are outside of their chronological age group. The school takes the chronological age group to be the age group a pupil would have been in had they entered school (Reception year) in the September following their fourth birthday.
  - 3.3 The school considers children for admission regardless of their race, ethnicity, religion, sexual orientation, social background or disability.
  - 3.4 The head’s decision on registration for entry into the school is final.
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## **4. THE ENTRY PROCESS**

- 4.1 Our entry process involves inviting groups of children to come and spend some time with the Early Years team in a 'Getting to Know You' session. These sessions are in an informal environment, in which children are observed at play interacting with each other and the adults in the room. There is no specific preparation needed for these sessions.
  - 4.2 We normally hold Getting to Know You sessions termly, in the January of the calendar year before children are due to start school, in June of the same year, in November of the same year, and in February of the following year. Depending on demand and availability of places, we may also hold another session in the May before children start school in September.
  - 4.3 Our first Getting to Know You session for each year group, held in January, is when we see the majority of children and make the majority of our offers. If parents are keen to secure their child's place at WCPS, it is recommended that they register by the end of the preceding Autumn term in order to attend this first session in the following January.
  - 4.4 We request a report from the child's nursery school, should they be attending one, which can give us a more rounded picture of the child's character. However, please be assured that children are not disadvantaged should they not be attending a nursery setting, or if their nursery is not able to provide a report. Observations from the 'Getting to Know You' session form the basis of our decision as to whether we feel that WCPS is a suitable school for them. Children are offered a place based on our judgements of their ability to thrive in our setting.
  - 4.5 Following the 'Getting to Know You' sessions there are three possible outcomes:
    - 4.5.1 A firm offer to join WCPS.  
Parents in receipt of an offer will be invited to confirm their acceptance as set out in section 4.6.
    - 4.5.2 A place on our reserve list.  
Children may remain on our Reserve list until a place becomes available. Should a place become available, parents will be contacted and asked to confirm acceptance as set out in section 4.6. Our reserve list remains current until Year 1, after which it will elapse.
    - 4.5.3 A deferred Getting to Know You session.  
This option is offered to children who we think were not quite ready to show their full potential, but who we would like to see again at a later date. Families offered this option are then invited to come back for one of our subsequent Getting to Know You sessions.
    - 4.5.4 At our invitation, a child may attend a maximum of 2 Getting to Know You Sessions. After the second and final session, we may feel unable to offer your child a place or add them to our reserve list. At this point parents will receive an outcome of no offer. This is because we feel unable to ensure your child would thrive in our setting.
  - 4.6 Parents in receipt of an offer will have two weeks to accept the offer and return the acceptance form alongside the payment of the deposit. If a place is not accepted, we may then offer the place to a child on our reserve list.
  - 4.7 Classes and teaching staff are allocated to pupils at our sole discretion. Each academic year the cohort is divided into a new class with a selection of new peers. On occasion, the head reserves the right to move a pupil mid-year to an alternative class.
  - 4.8 The Headteacher's decision on offers is final and there is no right of appeal.
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## 5. SPECIAL EDUCATIONAL NEEDS AND MEDICAL

- 5.1 WCPS does not unlawfully discriminate in any way regarding entry. The school welcomes pupils with disabilities and/or special educational needs, provided we can reasonably offer them any support that they require and cater for any additional needs and that our site can accommodate them. The school aims to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn. Our *Learning Enrichment and SEND policy* can be found on the school's website or is available from the school on request.
- 5.2 The school's policy is to apply our admission criteria to all potential pupils. We require parents of children with special educational needs, disabilities, medical conditions or allergies (suspected and/or diagnosed) to discuss their child's needs with the school at the outset of the admissions process, before the 'Getting to Know You' session so that we can consider and make – to the extent reasonable – appropriate provision for them.
- 5.3 Parents are required to provide full details of all relevant information about their child as part of the registration process, including any reports (including any educational psychologist reports, medical reports or assessments or other relevant expert third party reports), materials or information about their child's needs (special educational needs, disabilities, medical conditions, or otherwise). This may include any final or draft EHC needs assessments (or applications for a needs assessment) or final or draft EHC Plans (or applications for an EHC Plan) and any relevant decisions of the Local Authority or changes in provision. This is so that the school can assess their child's needs and consult with parents about any adjustments which can reasonably be made and so that the school can ensure, for example, that their child will be able to access and take full advantage of the education provided at WCPS and that we are able to ensure their health and safety, and the health and safety of others.
- 5.4 Where parents of a prospective pupil feel their child requires adjustments (in respect of the admissions process and/or with regards to education at school and participation in school life in the event they are offered and take up a place at the school), parents should raise these with the school at the outset. The school may – depending on the circumstances - require some further information from parents or request further assessments in respect of the needs identified and will discuss with parents (and their child's medical advisers, if appropriate) the adjustments proposed and whether they can reasonably be made for the child if they were to become a pupil at the school. Our *Disability and Reasonable Adjustments Policy* is available from the school on request.
- 5.5 There may be exceptional circumstances in which the school is not able to offer a place for reasons relating to a child's special educational needs and/or disability. For example, if, despite reasonable adjustments (in the case of disability), the school feels that a prospective pupil is not going to be able to access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, or where the school cannot reasonably accommodate the adjustments required or reasonably provide the nature or level of the support required.
- 5.6 Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and the pupil starting at the school. The school requires parents to be proactive in updating the school as to any changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the school. However, the school may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming and transparent in their communications with the school about any material change to their child's circumstances.
- 5.7 By accepting an offer of the place at the school you agree to the school's terms and conditions which require that any medical/disability, or other needs of your child are disclosed in advance of your attendance at the 'Getting to Know You' session. Any failure by you to disclose this information is in breach of our terms and conditions and may result in your child's offer at the school being withdrawn.
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## **6. ADMISSIONS TO YEAR 1 AND YEAR 2**

- 6.1 Places in other year groups may become available occasionally. Parents are invited to contact the school should they require further information. Children registered for entry in Year 1 upwards are required to spend some time in one of the classes and complete some written and mathematical activities. We also request a report from their current school.
- 6.2 As part of our move to co-education, occasional places in Year 1 will be available to girls as well as boys from September 2028, and occasional places in Year 2 will be available to girls as well as boys from September 2029.
- 6.3 WCPS does not teach to or support the 8+ process.

## **7. SIBLING POLICY**

- 7.1 Each child is assessed for a place at the school on their own merits. Where a child has a sibling with a current or very recent connection with the school, the school will endeavour to enable the child to attend WCPS. However, there will be occasions where, in the professional judgement of the Headteacher and Head of EYFS, our setting may not be the appropriate provision for the child. The school cannot, therefore, guarantee that siblings will be offered a place at the school.

## **8. FLUENCY IN ENGLISH**

- 8.1 The academic standards and wide-ranging extra-curricular programme at WCPS mean that pupils need to be reasonably fluent in English. We support pupils for whom English is an additional language as appropriate and our *English as an Additional Language (EAL) policies* can be found on our website.

## **9. RELIGIOUS BELIEFS**

- 9.1 Although WCPS is an Anglican foundation, we do not select for entry on the basis of religious belief and welcome applications from candidates of all faiths and none.

## **10. INFORMATION SHARING**

- 10.1 The school requires parents to inform the school at the outset of the application process about any needs which their child may have or any other significant matters which the school should reasonably be aware of because, for example, it would necessitate tailored provision and/or would materially impact on their child's attendance at school and/or ability to engage in day-to-day school life. We may wish to discuss these matters with the parents and/or require further information.
- 10.2 Parents must ensure that information provided is accurate, complete and not misleading and relevant details and information (or changes to them) are shared in a timely and transparent manner.
- 10.3 A failure to disclose relevant information and/or the provision of inaccurate, incomplete or misleading information to the school may in some cases lead to the withdrawal of an offer or a requirement to remove your child from the school under the school's *Parent terms and conditions*. A copy of the parent terms and conditions can be found on the school's website and it will be made available to parents as part of the admissions process.

## **11. PARENT TERMS AND CONDITIONS**

- 11.1 A copy of the *Parent Terms and Conditions* is on the schools' website and will be made available to parents as part of the admissions process. This sets out the terms upon which the school educates each pupil.
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## **12. RECORDS AND REVIEW**

- 12.1 Applicants' details will be held on file with due regard to data protection legislation. Please see the school's *Privacy notice for parents and pupils* for further information about how the school collects, uses and processes personal data.
- 12.2 The school will not hold the personal data of you or your child for longer than is necessary and in accordance with our *Information and records retention policy*.
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