



# ADMISSIONS POLICY

*This policy refers to both Wellington Senior School and Wellington Prep School*

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Website	Yes
This policy will be reviewed annually or according to statutory change or a decision by the Governing Board to change the admissions procedures or the nature of scholarships and bursaries.	

## **1. Overview**

Founded in 1837, Wellington School is a co-educational, 3-18 day and boarding school set in a small town and surrounded by beautiful Somerset countryside. We are a busy, grounded and happy school, which welcomes local, national and international pupils from diverse backgrounds. We offer a broad academic curriculum and a wealth of co-curricular opportunities underpinned by sensitive pastoral care and a well-founded sense of values.

## **2. Responsibility**

- The Headmaster is responsible for setting and reviewing the Admissions Policy and for all decisions on admission and scholarship, advised by academic staff and the Registrar, and ratified by the Governing Board.
- The Headmaster delegates responsibility for decisions on admission to the Prep School to the Prep School Head.
- The Admissions Department is responsible to the Headmaster for administrative matters pertaining to admission to Wellington School.
- The Finance Director is responsible to the Headmaster for the administration of bursaries, in discussion with the Headmaster
- The Headmaster makes the final decision on all scholarship awards. All awards are at the discretion of the Headmaster.

## **3. Admissions criteria**

Admission to Wellington School depends upon a prospective pupil meeting the criteria required to access the School's curriculum and therefore make progress, thrive and be happy. The School must also feel reasonably sure that it will be able to educate and develop the prospective pupil to the best of his or her potential and in line with the general standards achieved by the pupil's peers. In all cases the Headmaster has to agree the admission of any student and the Headmaster's decision is final.

Parents should note that having a place in the Nursery does not guarantee a place in Reception

The School's criteria for admissions are:

- that a prospective pupil does sufficiently well in the academic assessment process to satisfy the Headmaster or the Prep School Head that he or she can cope with the general pace of learning at Wellington School;
- that a prospective pupil, in the judgement of the Headmaster or Prep School Head shows sufficient aptitude, commitment and willingness to benefit from the educational opportunities on offer at Wellington School;
- receipt of a satisfactory reference and report from a pupil's previous school;
- that the School is able to meet the needs of a prospective pupil without impairing the education of other pupils;
- that there are sufficient vacancies in the appropriate year-group, sets or boarding house.
- that a pupil displays an affinity with the School's ethos and reasonable expectations that a prospective family is in tune with the ethos and aims of the School.

*In accordance with the Code of Practice (<http://www.isaschools.org.uk/project/uploaded-media/code-of-practice-final-version-2011.pdf>) agreed by the Five Head's Associations (GSA, HMC, IAPS, ISA and SHMIS) in relation to pupils attending, or seeking to attend, schools in membership of one or more Association, Wellington School reserves the right to establish from any previous school that all fees have been paid.*

#### **4. Registration**

Applicants for admission should register with the Registrar.

Prior to academic assessment, parents are required to fill in a registration form, which is available on the School's website and from the Registrar. Pupils pay a non-returnable registration fee of £100. Once this is done, their names are placed on a waiting list subject to entrance examination, interview or assessment.

Completion of registration does not constitute the offer of a place.

Our assessment procedures are set out in paragraphs 6 and 7 below.

If a pupil meets our minimum requirements for entry, we will apply for a reference and reports from their current school. A satisfactory reference is required in order for a pupil to be offered a place.

Following a successful assessment and satisfactory reference, parents receive a written offer of admission and a contract with our Terms and Conditions enclosed, requiring a holding deposit of £400 for pupils whose parents are based in the UK and £5000 for pupils whose parents are based overseas. The offer of admission also states a deadline for acceptance. In the event that the child does not take up their offer of a place by the date and upon the conditions set out in the offer (including the payment of any deposit) the School reserves the right to withdraw the offer and the deposit will be forfeited; otherwise all deposits will be refunded on the settlement of the final term's account when the child leaves the School. For details regarding Early Years' pupils, please speak to the Registrar.

#### **5. Admission to the Early Years Foundation Stage (EYFS)**

The Early Years at Wellington School comprises:

- Wellington Nursery School for pre-school children aged 3 and above;
- the Reception Classes for children aged 4 to 5 years.

Admissions are accepted throughout the year as places are available. Children in the Nursery School may attend on a session by session basis up to full time attendance, with a minimum of six sessions per week.

Priority for places is given to children on the following basis:

1. Date of registration;
2. Children with siblings in the School.

It is a requirement that children visit the setting before a place may be offered. We may also conduct a home visit. There is no formal assessment before offering a place in the Early Years.

## **6. Admission to Years 1 to 6**

- For entrance into Years 1 and 2 children spend a day in an appropriate class in order to get to know their peer group by working and socialising alongside them during a normal school day. Over the course of the day the necessary assessment will take place, which will usually be informal observations of a child's ability and disposition. This will be done by the class teacher and other associated staff.
- For entrance into Years 3, 4, 5 and 6 children spend a day in an appropriate class in order to get to know their peer group by working and socialising alongside them during a normal school day. They will also spend a short time undergoing appropriate assessments with a member of the School's Learning Success team. This is to ensure that the School can meet the learning needs of the child and that parents are given the best advice as to whether their child is likely to pass the entrance exam to the Senior School. All pupils transitioning to the Senior School will sit the examination alongside external pupils,

## **7. Admission to the Senior School**

Our main intake is at Years 7, 9 and 12 but, places permitting, we may admit pupils into Years 8 and 10. We do not normally admit pupils into Year 11 (except for the Sixth Form Foundation course for international pupils) or Year 13.

- All pupils joining the School in Year 7 will undertake an assessment in the January of the year of entry. Applicants will also take part in a team building exercise. A school report will also be requested.
- Pupils wishing to join the School in Year 8 will sit a combination of written and oral assessments and will be interviewed by the Head of Lower School.
- Entrance into Year 9 will be via assessment, normally taken in the November or February preceding the year of entry. Applicants will be assessed in English, Mathematics and one other paper of their choice. A school report will be requested and the applicant will have an interview with a senior member of staff. It is also possible for pupils wishing to secure a place in Year 9 to complete the Year 7 assessment process in Year 6. An offer of a place would be made subject to satisfactory school reports and a follow up meeting in the November of Year 8.
- All international pupils applying for places in Years 7 to 11, including those applying for the Sixth Form Foundation course, will be required to sit age appropriate tests in English and Maths. The offer of a place may be conditional on the pupil receiving tuition in English as an Additional Language (EAL), which the School can arrange at the parents' expense.

- UK applicants for entry into the Sixth Form will be asked to submit a full school report with predicted grades. Matriculation into the Sixth Form, for both internal and external candidates, requires a minimum of 3 grade 6 and 3 grades 4/5 at GCSE with certain subjects requiring a grade 6 or above in order to ensure success at A-level.
- International applicants for entry into the Sixth Form will be asked to submit a full school report in English with predicted grades. At least one written examination will also be required to corroborate a candidate's academic level or proficiency in English. An interview via SKYPE will also be arranged where appropriate to aid the process.

## **8. International pupils**

We welcome applications from international pupils provided that those falling under the Child/Student category of the UK VI Tier 4 requirements have satisfied all the legal requirements laid down by the UK VI. Further details can be obtained on the Home Office's website: <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

The School also requires international boarding pupils to have a relative or legal guardian living in the UK with who he/she can stay for some weekends or in the event any other circumstances arise where Wellington School requires such responsible persons to take care of the pupil for such time as necessary during term, including but not limited to reasons of health or discipline.

## **9. Equal treatment**

Wellington 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.

Wellington School is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background. The School's provision for bursaries is described in section 11.

## **10. Special Educational Needs and Disability**

Wellington School does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with special educational needs, provided that its learning support department can offer them the support that they require. We also welcome pupils with disabilities, provided that we can cater for any additional needs and our site can accommodate them. We aim 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 policy is to apply our admission criteria to all potential pupils. 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 registration so that the School can make adequate provision. 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 child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if they become a pupil at the School to ensure that the prospective pupil is not put at a substantial disadvantage compared to a pupil who is not disadvantaged because of a disability

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's disability. For example, if, despite reasonable adjustments, we feel that a prospective pupil is not going to be able to access the education offered, or that [his/her] health and safety or those of other pupils or staff may be put at risk, we reserve the right to decline a place at the School.

## **11. Scholarships and bursaries**

Wellington School is a charitable trust which seeks to benefit the public through the pursuit of its stated aim: 'to provide an excellent all-round education which is open to talented pupils from diverse backgrounds'. Fee assistance in the form of scholarships and bursaries is offered at entry points and selection criteria take no account of an applicant's gender, race, ethnicity, sexual orientation, religious beliefs, disability, gender reassignment and social background.

Academic, Art, Drama, Music and Sport Scholarships and Awards are available to pupils applying for entry to Year 7, Year 9 and Year 12 and may be available for other year groups. Please note that scholarships for entry into Years 9 and 12 are only available to external pupils.

Scholarships will be awarded to high achieving pupils who demonstrate outstanding ability and/or potential and who seek to make a strong contribution to life at Wellington School. The value of scholarships may vary but they are typically between 10% and 20% of the fee. As a School, we aim to add value to all our scholars through the teaching, coaching and other opportunities which are provided for scholars in their relevant disciplines.

A scholarship may be withdrawn in accordance with the terms upon which such award is made or in accordance with the School's Terms and Conditions.

For more detailed information on our scholarships, expectations and processes, please contact the Registrar.

Wellington School fees are highly competitive and it is the principle of the School to keep fees lower for all pupils rather than publishing higher fees and discounting. Nevertheless, all parents are entitled to submit a means-testing form for bursarial assistance. Bursaries will be reviewed annually to ensure the award is still appropriate. The family is required to provide fresh information about its circumstances for every year that their child attends the School. Levels of support may vary with fluctuations in income or wealth.

A bursary may be withdrawn in accordance with the terms upon which such award is made or in accordance with the School's Terms and Conditions.

Parents are welcome to contact the Director of Finance with any queries in relation to the bursary application process.

## **12. Siblings policy**

Most siblings join us at Wellington School. However, admission is not automatic and there may be occasions where the School judges that a sibling is likely to thrive better in a different academic environment.

## **13. Overseas applicants**

Wellington School welcome overseas pupils, provided that they have a relative or responsible adult living in the UK with whom they can stay for some weekends, more details of which are contained in the School's Terms and Conditions. However, parents of overseas pupils should appreciate that we do not run a short-term study programme and expect overseas pupils to finish a complete course of study such as Years 9-11, or Years 12 -13.

## **14. Fluency in English**

In order to cope with the high academic and social demands of Wellington School, pupils must be fluent English speakers. Tuition in English as an Additional Language (EAL) can be arranged at the parent's expense.

## **15. Religious beliefs**

Wellington School welcomes applications from prospective pupils of all faiths and of no faith. Although Wellington School has Christian roots, the School does not select for entry on the basis of religious belief and it offers the opportunity for pupils to practise their own faiths.

However, parents should be aware that there is an expectation to attend Chapel services during the week and on some weekends for boarders.

## **16. School's terms and conditions**

Copies of the School's Terms and Conditions will be made available to parents as part of the admissions process and are available on the School website.

## **17. Complaints**

The School hopes that parents and pupils do not have any complaints about the School's admissions process but the School's complaints procedure is available on the School website.

## **18. Records and review**

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice and Data Protection Policy.

The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose. This will generally be no more than 6 months following an unsuccessful application, but reasons to retain for longer might include where parents have expressed an interest in the candidate re-applying for any reason at a later date, or in the potential candidacy of another sibling, or to deal with any ongoing matters or queries arising from the application.