



ADMISSIONS POLICY

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

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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.

Deciding on the right School for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Wellington School. We usually hold a number of open events, which give a general introduction to the School. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact the School's Admissions Team on 01823 668803 or email admissions@wellington-school.org.uk to arrange a visit.

2. Responsibility

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

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 confident 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 Head has to agree the admission of any student and the Head'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 Head 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 Head or Prep School Head, shows sufficient aptitude, commitment and willingness to benefit from the educational opportunities on offer at Wellington School;
- that the School receives a satisfactory rereport from a pupil's previous school and in some cases a reference (from UK schools only);
- 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 Heads' 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 Admissions team.

Prior to academic assessment, parents are required to fill in a registration form, which is available on the School's website and from the Admissions team. 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 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 £480 for pupils whose parents are based in the UK and £6000 for pupils whose parents are based overseas (£3000 for those based in the EU). 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 contact the Admissions Department.

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 progress to the Senior School. All pupils transitioning to the Senior School who are applying for an academic scholarship 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 and 11.

- All external 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 may be interviewed by the Head of Year.
- Entrance into Year 9 will be via assessment, normally taken in the November or February preceding the year of entry. Applicants will be assessed online in verbal and non-verbal reasoning and will also take part in spatial and quantitative assessments. A school report may be requested and the applicant will have an opportunity to meet 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 Personalised Foundation Programme, will be required to sit age-appropriate tests in English and Maths, this will be followed by an online interview. 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. Written examinations will also be required in the three subjects they wish to study at A Level and they will be required to sit an EAL assessment if English is not their first language. This enables Wellington School to corroborate a candidate's academic level or proficiency in English. There will also be an online interview with the Admissions team.

8. Equal treatment

Wellington School's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. We are mindful of our obligations under the Equality Act 2010 during the Admissions Process. This enriches our community and is vital in preparing our pupils for today's world. Bursaries are offered to make it possible for as many as possible who meet the School's admission criteria to attend the School. The School's provision for bursaries is described in section 12.

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.

9. Information Sharing

We require parents to inform the School at the outset of the application process about any needs (including special educational 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 also require applicant parents to be transparent about any circumstances which may materially impact their ability to comply with the School's Parent Contract, for example, in respect of fees.

The School may wish to discuss these matters with the parents and/or require some further information.

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.

A failure to disclose relevant information and/or the provision of inaccurate, incomplete or misleading information may - in some cases - lead to the withdrawal of an offer or termination of the School's Parent Contract.

10. Special Educational Needs and Disability

Wellington School 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. 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 require parents of children with special educational needs, disabilities or allergies (suspected and diagnosed) to discuss their child's needs with the School at the outset of the admissions process so that we can consider and make – to the extent reasonable - adequate provision for them.

Parents are required to provide with the Registration Form full details of all relevant information, including any reports (including any educational psychologist's reports, medical reports or assessments or other relevant expert third party reports) materials or information about their child's needs (educational, health or otherwise), and 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) or equivalents. 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

meaningfully access the education offered and that we are able to ensure their health and safety and the health and safety of others. This information should be provided prior to the admissions assessment process.

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 and 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.

There may be exceptional circumstances in which we are 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), we feel that a prospective pupil is not going to be able to meaningfully 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 support required.

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 pro-active 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.

In the event your child has an EHC needs assessment or EHCP (or equivalent) (whether at the application stage, draft or final form) it is important that these (and the applicable supporting documentation, e.g. educational psychologist reports or other expert assessments) are shared promptly with the School and that the School is kept up to date with respect to any relevant decisions of the Local Authority or changes in provision.

11. Sibling 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.

12. 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.

Scholarships:- 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 5% 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. The details of all awards are strictly confidential and should not be openly discussed with anyone. Failure to comply with this requirement may jeopardise the continuation of the award.

All awards will be monitored for appropriate performance and effort. Scholars who do not meet our expectations may have their award terminated or decreased. If it appears likely that an award may be withdrawn, the circumstances will be discussed with the parents and the required improvements confirmed in writing. If there is insufficient improvement in performance over such a period as the Head may determine, you will be notified that the award has been withdrawn.

For more detailed information on our scholarships, expectations and processes, please contact the Admissions team or refer to the School website.

Bursaries:- The School's bursary programme is designed to make it possible for as many as possible of those who meet Wellington School's entry criteria to take up a place here. The School offers a number of means-tested awards annually to entrants at the usual points of entry, where the parents have indicated on the Registration Form that they require financial support. Bursaries are means-tested and both parents are required to provide proof of their income and expenditure and net assets. The level of support varies according to proven parental need. Before the offer of a bursary is confirmed, a member of staff or external assessor appointed by the School may visit the family at their home.

Bursaries are always offered for 12 months at a time. 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 otherwise in accordance with the School's Parent Contract.

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

12. Financial information

Any applicant for a place at the School, including those who apply for bursary support and overseas applicants, may, at the discretion of the School, be required to provide additional financial information and/or undergo checks to confirm that they are able to pay the School's fees (or any percentage of the fees still payable if a bursary or scholarship is granted). As noted above, we expect applicant parents to be transparent with the School in respect of any concerns they may have about their ability to meet their obligations under the Parent Contract, including in respect of fees.

13. Overseas applicants

We welcome overseas pupils, who can study at Wellington School as a boarder provided that they have the legal right to enter, live and study in the UK and 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 Parent Contract. 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 competent English speakers and will be assessed in English before coming to the School. 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

The terms upon which the School educates each pupil are set out in the School's Parent Contract which is on the School website and will be made available to parents as part of the admissions process.

17. Complaints

The School's Complaints Procedure is available on the School website and can be sent to prospective parents on request. The Complaints Procedure is not available for use by prospective parents.

18. Records and review

Applicants' details will be held on file with due regard to data protection legislation. Please see the School's Privacy Notices for further information about how the School collects, uses and processes personal data.

The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose and in accordance with our Retention of Records Policy This will generally be no more than 6 months following an unsuccessful application, but reasons to retain for

longer might include, for example, 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.