

Winchester House School Admissions Policy

Version 2
Responsible Governor: n/a

Last reviewed: 18th August 2021 (VMR)
Amended: 4th Feb 2020
Adopted by Governors: n/a

Next review due: August 2022 (VMR)

Winchester House is made up of Pre-Prep (from Nursery to Year 2, ages 3-7), and Upper School (Years 3-8, ages 7-13).

The main entry points are at Nursery (aged 3), Reception (aged 4), and Year 3 (aged 7) although children can start any time where space is available. There is no competitive selection; we both welcome and cater for pupils of a wide range of ability.

The normal procedure is for parents first to request a prospectus and other information about the school. They are invited to arrange a personal visit after this or attend an open morning. When parents visit, they are given registration forms to complete if they wish to apply for a place(s). This includes a non-refundable £150 registration fee, per child.

The children's names are then added to the appropriate entry list/lists, depending on the preferred age of entry. If their names are very near the top of the list, parents will be reassured that space will be available. Once the list nears the optimal target number, parents are told that there is no guarantee of a space. At this stage, there is no definite commitment made or expected. However we do experience movement, from time to time, so the school will alert parents as soon as their child's name becomes closer to the top of the waiting list.

Children due to start at the beginning of the academic year:- In the Lent Term (Spring) of the year preceding proposed entry, we work our way down the list of registered pupils and request completed acceptance forms from parents together with a deposit (£550 per child). A copy of the child's most recent school report or EYFS Progress Check - age 2 and tracking document (for children joining from a childcare setting) will also be required at this stage. Failure to return the acceptance form and deposit by the date specified will result in the place being offered to the next child on the list. The confirmation of a child's place will be on the condition that a reference has been received from their current / previous school (if applicable).

Children due to start during an academic year:- We will contact parents/guardians in the term preceding the proposed entry date and follow the same process detailed above.

This process follows the order of registration, but the School reserves the right to give preference to siblings (as indicated to parents when they register) and other changes to the order may be made at the Head's discretion. The School reserves the right to refuse an application without appeal.

A session request form will be sent to parents of children joining Nursery to complete and return by the specified date. A minimum of three sessions (either morning or afternoon) is required.

Children who enter the Pre-Prep have no formal assessment, although they might be asked to complete a short reading, writing and mathematical task. They will also be asked to visit in the term before entry for familiarisation and for us to form an idea of their progress to date. If this is not possible, a virtual meeting with the teaching team will be arranged for parents and children. Those registered to join the Upper School (from age 7 onwards) for whom there is definitely a space, will normally be assessed at least one term before they start provided this is practical and parents understand that the offer of space is subject to successful assessment. The children will undertake screening assessments such as CATs, NGRT, PTM, Salford and SWIST. These assessments are neither selective nor competitive and are in line with the normal screening process for all children. We would only withdraw the offer if it is clear that the child would not thrive within our school. In such rare cases we always discuss the position very carefully with parents.

Children are invited to attend a taster day ahead of the term in which they start. Parents are strongly advised to bring them into school to experience a typical day. During this day they are paired up with another pupil within their prospective year group to attend lessons and games.

If either we or parents believe that learning support may be needed, then our specialist staff will be asked to contribute to the assessment. We encourage parents to alert us early to any known needs and our assessments are carried out at a level and in a way that enables a child to show us what he/she can do. Reports are requested from previous schools and we endeavour to accept children if at all possible. A place will be offered if the level of support required by the child can be facilitated by the School or a discussion has taken place with parents to make them aware of the need for outside support at their personal expense. If the School cannot provide the level of support required a place will not be offered.

Once this process is complete, parents of children whose position on the list has not allowed us to offer them a place will be informed and they will be asked if they wish to keep their names on the lists for possible later entry.

In accordance with our legal obligations we will notify the Local Authority of any child joining or leaving the school at any point outside the normal transition points. We will also request the transfer of any safeguarding information from the child's previous school at the point of transfer.

If you would like to speak to someone about admissions, please contact our Registrar, who will be happy to help. Tel: 01280 702483 or email registrar@winchester-house.org