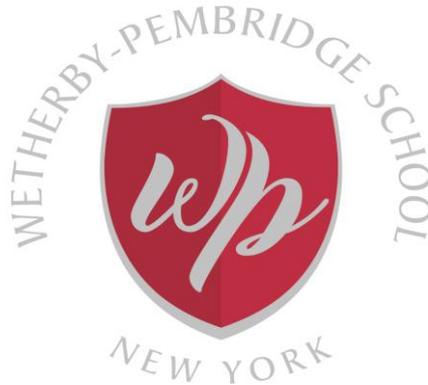


# WETHERBY-PEMBRIDGE SCHOOL



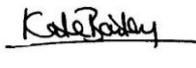
## Admissions Policy

September 2020 – August 2021

Policy written by: Kate Bailey

Review date: June 2020

Next review date: June 2021

Signed: 

Submitted: June 2020

This Policy was updated in 2020 and will be reviewed annually.

## Policy Statement

Wetherby-Pembridge is a mixed ability school and it is fully committed to equal treatment for all prospective parents and their children regardless of race, religion, ethnicity, social background and sexual orientation.

We are firmly committed to inclusivity and to giving every child the best possible start in life. Irrespective of their special educational needs or disability (SEND), we consider all children for admission to the school who have the ability and aptitude to access an academic curriculum.

Pupils whose specific needs are suited to the curriculum are welcome provided that we have the appropriate resources and facilities to provide them with the support that they require.

Before a place is offered at the school (and preferably on application):

- Parents must disclose to the school any known or suspected circumstances relating to their child's health, development, allergies, learning difficulties and disabilities. Wetherby-Pembridge reserves the right to subsequently withdraw any place offered based on incomplete disclosure of known or suspected SEND circumstances.
- Based on such a disclosure, the school will confirm whether or not it is able to fully meet the needs of the child.

Where a child's SEND is identified, or specific needs develops, after the child has started at the school, we will endeavour to continue to support the child as long as:

- a) we have the appropriate resources and facilities to provide them with the support they require
- b) we believe it is in the best interest of the child and of the school community to remain at Wetherby-Pembridge.

Where, in our judgement, either of these conditions no longer apply, we reserve the right to withdraw a place at the school. In such circumstances, we will use our reasonable endeavours to support parents in finding alternative arrangements.

At Wetherby-Pembridge, a child will not be regarded as having a learning difficulty solely because their home language is different from that in which they are taught. We may recommend that some children, whose first language at home is not English, receive support in English as an additional language.

All children should have equal access to a broad, balanced curriculum and be given the opportunity to communicate in any first language, as it has a

continuing and significant role in identity, learning and acquisition of further language development.

We promote equal opportunities and anti-discriminatory practices; differences are celebrated, and any resulting needs are addressed.

### **EAL aims and objectives at Wetherby-Pembridge**

- To welcome the cultural and linguistic experiences of every EAL pupil and ensure we meet their full range of needs.
- To maintain a child's self-esteem by acknowledging and celebrating their individual culture and skill in their first language.
- To implement strategies and monitor pupil's progress to ensure they are supported to access the complete curriculum.
- To support EAL children in becoming confident and fluent in English so as to fulfil their potential.

Parents have the right to appeal against an unsuccessful application using the school's Complaints Procedure.

### **Procedure for Registering a Pupil at the School**

As is customary in independent schools in New York, applications are made the year before expected entry. Wetherby-Pembridge Open House Events and Tours of the School are held in September and October each year.

Parents must then complete an Application Form for their child/children and return this to the Admissions Office, together with the non-refundable Registration Fee. The Application Form is available on the school website.

The Admissions Office will contact parents to schedule a Child Play Session and a Parent Meeting with the Head of School. If applicable, the parents then instruct the child's current school to fill out the Confidential Recommendation Form available on the website. The ISAAGNY reference form is also acceptable.

### **Selection Protocol**

#### **Nursery 3's**

Children must be 3 by December 31 after the school year officially commences in September. Parents are invited for a half hour parent interview with the Head of School in addition to attending a half hour play session together with their child. The play session is with a small group of other applicants, will last for thirty minutes and is led by members of the School Team.

## **Pre-Kindergarten**

Children are normally 4 by September 1. Parents are invited for a half hour parent interview with the Head of School in addition to bringing their child for a 45 minute group play session. The child's current school complete the Confidential Recommendation Form and this must be submitted by January 15 of the year of entry.

## **Kindergarten**

Children are normally 5 by September 1. Parents are invited for a half hour parent interview with the Head of School, in addition to bringing their child for a 1 hour group play session. The child's current school complete the Confidential Recommendation Form and this must be submitted by January 15 of the year of entry.

**From Grade 1** we are selective and pupils will sit a formal assessment in English, Mathematics and Verbal Reasoning, followed by a short interview with our selection team. Parents will be asked for a half hour parent interview with the Head of School.

## **Parent Interview**

These will be scheduled once the child has attended the allocated Play Session or assessment. This interview is a chance for parents to become familiar with Wetherby-Pembridge and to ask the Head of School any questions which they may have.

The Head of School will also use this opportunity to ensure that the school's ethos matches the parents' approach to their child's education. The school places great value on having constructive relationships with the parents. Parents have to attend a meeting with the Head of School in order for their child to be offered a confirmed place.

## **Offering of a Place**

Notification of school places will take place in the February of the year of entry.

## **Securing a Place**

On receiving an offer in February, parents are asked to pay a securing deposit fee in March of the year before a child is due to start. Parents who do not pay the deposit by the deadline forfeit the place for their child/children. On accepting a place and signing the Pupil Enrolment Contract, further tuition payments are due in July and January. In line with all New York Independent Schools, all Wetherby-Pembridge families are required to re-enrol every year in January for the following academic year.

## **Financial Aid/Bursaries**

Applications for Financial Aid are available for September 2020 school entry and should be submitted to the Director of Administration in the School Office marked for the attention of the Head of School. The application will be processed in discussion with the Alpha Plus Group Head Office in London.

## **Waiting List Places**

Pupils who are not successful in gaining a place join the Waiting List.

In the event that a place offered is turned down in March, offers will be made from the waiting list. The deposit is non-refundable.

## **Siblings**

If parents already have a child at the school, a younger sibling will be offered a priority place.

## **Mid-School Entry**

Occasional places may become available within the school other than the usual joining point of September entry.

Where an occasional place becomes available, parents with a child wishing to start at Wetherby-Pembridge will be seen by the Head of School and Confidential Recommendation Reports will be requested from their current school. Entry into Grade 1 and above at this stage is subject to assessment in English, Mathematics and Verbal Reasoning.

Where possible, the prospective pupil will be invited to spend half a day in school, spending some time with a class in their current year group. This is to allow them to become familiar with the school environment as well as to demonstrate how they interact with their peer group and teachers. The assessment takes place to ensure that they would be able to manage the pace and rigour of the curriculum and to identify any potential gaps in their knowledge and skills. It is not a test for aptitude.

Parents will be notified of the result of the assessment as soon as possible. A place may not be offered if the Head of School deems that the gaps in learning are too broad to allow the child to flourish at Wetherby-Pembridge. If a place is offered, the parents will be asked to pay a deposit to confirm their intention to accept it.