



WETHERBY  
PREPARATORY SCHOOL



the **Gold Standard** in education

**Wetherby Preparatory School**  
**Bryanston Square**  
**London W1H 2EA**

**020 7535 3520**

# Admissions Policy

<b>Policy reviewed by:</b>	Nick Baker
<b>Review date:</b>	July 2020
<b>Submission date:</b>	July 2020
<b>Policy actioned from:</b>	September 2020 – August 2021
<b>Next review date:</b>	June 2021
<b>Reviewer's signature:</b>	
<b>Headmaster's signature:</b>	

**Circulation:** This policy is addressed to all members of staff and volunteers and is available to parents on request. It applies wherever staff or volunteers are working with the boys.

**Please note:** 'School' refers to Wetherby Preparatory School and 'parents' refers to parents, guardians and carers.

## **General**

Wetherby Preparatory School is an independent school for boys from ages 7 to 13. Deciding on the right school for your son is very important, and we believe that a personal visit is invaluable. We very much hope that you and your son will visit Wetherby Preparatory School. We hold an Open Evening in the Autumn Term which gives a general introduction to the school. Details are published on our website and all registered parents are informed. We are also very happy to welcome prospective parents at other times for a personal meeting with the Headmaster and tour of the School. Please contact our Admissions Secretary, Lorna Charles, on 020 7535 3526 or by email on [lorna.charles@wetherbyprep.co.uk](mailto:lorna.charles@wetherbyprep.co.uk) to arrange a visit.

## **The Entry Procedure**

Wetherby Preparatory School is an academically selective school. Selection is based upon academic merit which is assessed through an entry examination, references from the candidate's previous school and observations during the Assessment Day. Our selection process is designed to identify boys who are able to benefit from our balanced and well rounded education and to make a positive contribution towards the life of the school.

The usual points of entry are at 7+ Year 3 (one class) and 8+ Year 4 (four classes). We admit a maximum of 20 boys a year at Year 3 and a maximum of 60 further boys at Year 4. Most, if not all, boys in Year 3 transfer to Year 4 and form part of the year group. Boys from Wetherby School and Wetherby Kensington School have priority over external candidates, although not all will take up places.

Applicants for admission should register by the end of October of the year preceding the desired year of admission. The 'Registration Form' can be downloaded from the admissions page on the website and returned to the Admissions Secretary with a payment of £150.

## **Equal Treatment**

Wetherby Preparatory School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background.

## **Special Needs**

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

- Parents must disclose to the school any known or suspected circumstances relating to their son's health, development, allergies, disabilities and learning difficulties. The school reserves the right to subsequently withdraw any place offered based on incomplete disclosure of known or suspected SEND circumstances.

- Based on such disclosure, the school will confirm whether or not it is able to fully meet the needs of the boy.

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

- a) we have the appropriate resources and facilities to provide them with the support they require,

and

- b) we believe it is in the best interest of the boy and of the school community to remain at the school.

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

### **The Assessment Process**

The aim of the assessment process is to identify potential. We are looking for well-rounded boys with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum.

The school has strong traditions in sport, music, drama, art, debating and community activities. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for the entrance tests is needed, all candidates start on an equal footing, with identical opportunities to display their academic aptitude and extra-curricular skills in the subsequent workshops (Art, Drama and Science).

All candidates for entry sit papers in English and Maths, which are designed for their age group. The Assessment Day is usually held on the second Monday in January. Results are posted in the weeks following the Assessment Day and a deadline for acceptance is given.

The dates for the assessment process for the current year are published on our website and all registered parents are informed by letter at the start of the Autumn Term.

If your son is offered a place at Wetherby Preparatory School you will need to return the 'Deposit Form' along with payment of £2,750. We will usually offer places to candidates from our waiting list after the closing date for acceptances.

### **Waiting List for Entry in Other Year Groups**

At times, spaces do become available in other year groups. If parents are interested in attending, they should complete a 'Waiting List Form' accompanied by a payment of £50 and their son will be invited to attend the 'Occasional Place Assessment Day' which is held in the middle of March every year. If boys do attend on this day and are successful, we will contact their current school and request references.

## **Sibling Policy**

Most siblings join us at Wetherby Preparatory School and a family atmosphere is encouraged. However, admission is not automatic, and there may be occasions where we judge that a sibling is likely to thrive better in a different academic environment.

## **Scholarships and Bursaries**

Wetherby Preparatory School does offer means tested scholarships and bursaries based on a boy's performance in the assessment procedure and his potential. Once a boy has been formally offered a place families are encouraged to contact the school to request a bursary application form. Applications should be submitted to the Headmaster and will be processed in discussion with the Alpha Plus Group Head Office.

## **Overseas Applications**

We welcome overseas boys, who can study at Wetherby Preparatory School provided that he has one parent living in the United Kingdom with whom he can reside. The candidate should have leave to remain in the United Kingdom as the school is unable to assist with visa applications.

## **Fluency in English**

In order to cope with the brisk academic pace and social demands of Wetherby Preparatory School, boys must be fluent English speakers. Normally boys should have been educated in the English medium for at least three years before coming to the school. Tuition in English as an Additional Language (EAL) can be arranged in the first instance to get any boys up to the required standard.

## **Religious Beliefs**

Wetherby Preparatory School is not a religious school and welcomes children from all faiths. The School is, however, an English boys' prep school and as such respects and recognises the Christian calendar. We will sing hymns and say the Lord's Prayer in Assembly and all boys and parents are expected to attend the annual Carol Service at Christmas.

## **School's Contractual Terms and Conditions**

Copies are made available to parents as part of the admissions process and the 'Conditions of Enrolment' can be found on the back of the 'Deposit Form'.

Please note that the first term's fees become due in the June preceding entry in September; thereafter, fees are due on the first day of each term.

## **Complaints**

We hope that you and your son do not have any complaints about our admissions process; but copies of the School's complaints procedure can be sent to you on request or found on our website.