



ADMISSIONS POLICY

GENERAL

1. Willington School is an independent preparatory school with about 240 pupils and small class sizes. Currently we only educate boys from ages 4 to 13 but, on 13th June 2019, the Governors announced exciting changes for the future of Willington. These comprise:
 - a. From September 2021, we will become an 11+ school with all pupils leaving at the end of Year 6 to their Senior School.
 - b. The boys in the 2019 Years 6, 7 and 8 will continue to have the option of staying at Willington to age 13.
 - c. From September 2020, Willington will open a co-educational Nursery and will introduce girls into Reception.
 - d. By September 2026, we will be a fully co-educational school for pupils aged 3 to 11.
2. Willington remains proud of the fact that it is not an academic hot house school and seeks to develop its pupils in a wide range of areas, including physically, personally, morally and culturally, through a broad and balanced curriculum in line with the Willington School motto, '***We learn not for School but for life***'.
3. 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 Willington School. Details of our open mornings, designed to give a general introduction to the School, are published on our website.
4. We are also very happy to welcome prospective parents and their children at other times. Following a meeting with the Headmaster, prospective parents (and their children) will then be taken on a full tour of the School. To arrange a visit, please contact Lucy Walton, Head of Admissions on 0208 944 7020 or email: admissions@willingtonschool.co.uk.

THE ENTRY PROCEDURE – The Pre-Prep

5. From September 2020, most pupils will join the School at the age of 3 into Nursery or at the age of 4 into Reception with others joining up to the age of 7 into Year 3.
6. **Registration for Nursery or Reception.** To avoid disappointment, parents seeking entry into Nursery or Reception are advised, if possible, to Register their children with the School at least 12 months before the expected start date. The Registration Form, available online at www.willingtonschool.co.uk/registration, should be completed and submitted with the non-refundable Registration Fee of £150. There is no pressure to sign the Parent Contract or to pay the Deposit (currently £1,500) at this stage.
7. Offers of places in both the Nursery and Reception will be sent to all registered families in the October preceding the year of entry (or earlier if the School is concerned that places are becoming limited). Places are awarded on a first-come-first-served basis upon return of the signed Parent Contract and deposit payment. Once all available places have been allocated, later applications will be added to a waiting list. Where a waiting list exists for the Nursery or Reception, priority will be given to current siblings. Nursery children are expected to transition to Reception, unless under exceptional circumstances. Remaining places in Reception will be offered to families on our registration list, with current sibling priority.
8. Nursery applicants, with confirmed places who have paid a deposit, will be visited at home by the Nursery teacher. This visit is to ensure that the child is socially and academically prepared for life in our Nursery and to help the child to feel familiar with our staff.



9. Although there is no formal assessment for Reception, children joining us will require a satisfactory Nursery report and a positive experience at the Induction Morning held in the Spring Term prior to starting.

ENTRY PROCEDURE - Occasional Places

10. Parents looking for places outside the normal entry points of Nursery and Reception should contact Lucy Walton to determine space availability. Academic assessment for occasional places in Year 1 and above is required in order to ensure a prospective pupil can access and benefit from our broad curriculum at an age appropriate academic level. The application and assessment process includes:

- a. Registration
- b. Recent report from the present school
- c. Attendance at a Taster Day/Morning within the proposed cohort
- d. Satisfactory completion of standardised assessments in both Maths and English
- e. Confidential pupil reference from present school confirming satisfactory attitude and conduct on the part of parents and applicant.

11. 7+ (Year 3). Due to the number of applicants for places at 7+, pupils will be invited to attend a formal review morning in the Autumn Term of Year 2 based on the standard application process for occasional places (see above). Pupils will also undertake a team building activity and an interview with a senior member of staff. Places will be awarded on the basis of space availability, assessment results and feedback from members of staff.

CLASS SIZES

12. Willington pupils benefit from small class sizes with a preferred maximum of 18. However, in exceptional circumstances the school may make it possible for a class to exceed this if it is deemed to be in the best interests of the children involved.

EQUAL TREATMENT

13. Willington School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, disability or social background. The 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. A limited number of means-tested Bursaries are offered in order to make it possible for deserving pupils, whose parents might otherwise be unable to afford the fees, to attend the School. Further details are available from the Bursar on bursar@willingtonschool.co.uk.

SPECIAL EDUCATIONAL NEEDS & DISABILITY (SEND). LEARNING SUPPORT & SPECIFIC LEARNING DIFFICULTIES

14. Pupils with SEND or Learning Support needs such as Specific Learning Difficulties (SpLDs) are welcome to apply for a place at our school. All pupils must meet our admissions criteria and be able to access and benefit from our broad curriculum at an age appropriate academic level. Where a pupil has a physical disability, we will seek to assess (alongside parents, carers and medical professionals) the reasonable adjustments that could be made to provide access to the School and the curriculum.

15. Relevant reports, such as Educational Psychology or medical reports and school or nursery reports should be submitted at registration for review by the SENCO. Provision will be made, where necessary, for Access Arrangements to be put in place for entrance testing.



ENGLISH AS AN ADDITIONAL LANGUAGE

16. We are proud to be a school with a diverse community. To meet the demands of our academic curriculum, pupils must have enough familiarity with English to pass our entrance requirements. We understand, however, that it can take time for pupils to reach their full academic potential in English and pupils are supported on this journey by our pastoral care systems and small group learning where necessary. For pupils joining us in Reception, we offer an EAL support programme run by a qualified practitioner

OUT OF YEAR

17. We expect all pupils to enter our School in the appropriate year with their peers. The year is determined by the age of the pupil on 1st September. Therefore, pupils born on 1st September will be the oldest in the year group and pupils born on 31st August will be the youngest in the year group. Where parents wish to make out-of-year requests, the School will require details of exceptional circumstances and will assess these on a case-by-case basis.

SIBLINGS

18. Willington has a strong family ethos. Siblings are offered priority places to the Reception and Nursery, subject to the usual entry requirements being met.

14. We currently have about 50 younger pupils receiving the sibling discount of 10% of the fees.

SCHOLARSHIPS AND BURSARIES

19. Scholarships. A limited number of scholarships may be available. These are assessed internally for pupils from Year 3 upwards showing outstanding Academic, Artistic, Musical or Sporting promise. Scholarship awards can continue throughout a child's Willington career to the end of Year 8, subject to a satisfactory annual review and the Headmaster's recommendation to Governors. Scholarships and other non means-tested awards are limited to a maximum of 10% of the fees.

20. Chorister Scholarship. The Chorister Scholarship is available to all Willington pupils (Years 4-8) who have successfully auditioned for our Choristers. The Scholarship covers the cost of small group singing lessons on a weekly basis, while Probationers and, once confirmed as a Chorister, for individual singing lessons. The Chorister Scholarship has a termly value of about 5% of the fees.

21. Means-tested Bursaries. The School also offers a limited number of means-tested Bursaries, either for potential pupils whose parents declare in advance that they would otherwise be unable to afford the full fees, or for current pupils whose family circumstances change unexpectedly. Levels of bursary support awarded take into account the family income and assets, the family circumstances and the pupil benefit. In the most extreme circumstances, Bursary support can be as much as 100% of the fees. Parents who might need Bursary support should email bursar@willingtonschool.co.uk for an application form.

RELIGIOUS BELIEFS

22. Although Willington School has Christian roots, the School does not select for entry on the basis of religious belief and it welcomes pupils from all religious backgrounds.

SCHOOL'S CONTRACTUAL TERMS & CONDITIONS

23. Copies of the School's contractual terms and conditions are available on the School's website and will be sent to parents as part of the admissions process.



COMPLAINTS

24. The School hopes that parents and pupils do not have any complaints about the School's admissions process; but copies of the School's complaints procedure are available on the website and can be sent to parents on request.

Review period: Annual

Review by: Head of Admissions