



THE WEBBER  
INDEPENDENT SCHOOL

## The Webber Independent School

### Admissions and Equal Opportunities Policy

This policy applies all pupils in the school, including those in the EYFS



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Checked by Head teacher – Hilary Marsden

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# ***Admission and Entry Procedure***

The Webber Independent School and its EYFS setting is a community which recognises each individual's needs and in which the talents and abilities of children and adults are encouraged. The care for each child is central to the school's aims and provision and as a caring and welcoming community. Our curriculum and pastoral approach fosters the individual's sense of identity and awareness, alongside the important role they play as part of the community. This recognition and appreciation of individuality is central to the school's ethos and is reflected in the procedures through which we welcome, admit and induct children and their families into our community.

The purpose of this policy is to enable the school to welcome, identify and admit children who will benefit from the education offered at The Webber Independent School and who will contribute to and benefit from the ethos and activities of our school community. We will only admit a child and their family who meet these criteria.

## ***Equal Opportunities***

We welcome children from many different ethnic and racial groups, backgrounds and creeds. Human rights and freedoms are respected, but must be balanced with the lawful needs and rules of our school community and the rights and freedoms of others.

The School is committed to being an Equal Opportunities Education provider and is committed to equality of opportunity for all members of the school community. The school recognises and accepts its responsibilities under the law, in line with the 1976 Race Relations Act and in line with the Equality Act 2010; all candidates for admission will be treated equally, irrespective of their, or their parents' age, gender, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race or ethnicity, language, religion or belief, national or social origin, sexual orientation, property, birth or other status. We expect all of our pupils to attend all assemblies and outings, and to take full part in all PHSCE lessons.

## ***Special Education Needs and Disability (SEND)***

The School currently has limited facilities for SEND pupils but will do all that is reasonable to comply with its legal and moral responsibilities under equality legislation in order to accommodate the needs of SEND applicants for which, with reasonable adjustments, the School can cater adequately. The physical layout of the site and buildings may restrict the movement of individuals with particular difficulties with mobility. The school has a three year plan in compliance with the Special Educational Needs and Disability Act.

The school defines a reasonable adjustment as one which can reasonably be undertaken within the normal staffing, facilities and resources of the school. Where the school needs to draw on additional expertise or resources, the cost will be passed on to parents. The School needs to be aware of any known SEND which may affect a child's ability to participate in the admissions procedure and take full advantage of the education provided at the School.

Parents of a child who has any SEND should provide the School with full details prior to the admissions procedure at registration, or subsequently before accepting the offer of a place. The School needs this information so that, in the case of any child with particular needs, the School can assess those needs and consult with parents about the adjustments which can reasonably be made to ensure that the application

procedure is accessible for the child and the School can cater adequately for the child's needs should an offer of a place be made.

The School will do all that is reasonable to ensure that the information and application procedure is accessible for SEND candidates and will make such reasonable adjustments as necessary. For example, the School may be able to provide an assessment paper in large font for a visually impaired pupil. Similarly, if SEND become apparent after admission, the School will consult with parents about reasonable adjustments that may allow the child to continue at the School.

Where specific needs are identified and can be met with 'reasonable adjustment' by the school there will be no additional costs for support. Where it is deemed most appropriate for there to be intervention from an outside resource, the cost for these services will be the responsibility of the parent.

## ***School Visits***

**\*During COVID Secure Measures meetings, assessments, tours and taster days may need to be Virtual or conducted out of school hours.**

Parents may view the school on Open Days which take place on a regular basis or request a bespoke tour of the school with a member of the Senior Leadership Team.

Prior to admission children joining the Nursery and Reception spend a session in the Nursery setting. Years 1-11 children will spend two full days in the school for assessment.

## ***Assessments***

If you are applying for a place other than Reception your child will undergo an assessment at the school; this involves

- ✦ PUMA and PIRA Years 1 & 2
- ✦ A CAT4 – Cognitive Ability Test Years 3-11
- ✦ a general interview to explore the candidate's interests, attitude to school, personal qualities, ability to contribute to the school community, support available at home and any relevant connection with the school.
- ✦ The school will also require your child's last two full school reports, or an Early Years Profile, Birth Certificate, Passport, Completed Registration Form, any Educational Psychologist reports and/or Educational Healthcare Plans and the non-refundable application fee of £100 per child (EU/UK Citizens Only), for non EU Citizens this fee is £300.
- ✦ A personal reference request will be sent to your child's existing school requesting further information on your child's academic and social progress.

## ***Sibling Policy***

The school offers siblings priority for entry to the school, but the onus is with parents to inform the school of any siblings they may wish to be considered for entry. Siblings are awarded a fee discount of 10% for the first child and 15% for the second and subsequent children, provided siblings are at the school at the same time.

## ***Disclosures***

Parents must at the time of application disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities or learning difficulties.

If full disclosure is not made and is subsequently found the school place may be withdrawn.

If a pupil is transferring from another school, the school must be contacted to obtain the pupil's records and to ascertain that there are no outstanding fees or issues. A place will not normally be offered if there is an outstanding debt from the previous school.

### ***Offer and Acceptance – UK and EU Citizens***

If the school offers your child a place a confirmation letter along with the Form of Acceptance, Terms and Conditions, and Medical Declaration form will be sent to you by the Registrar. Parents must carefully read the current Terms and Conditions prior to signing the acceptance form and pay a deposit of £250 – EYFS to Year 11.

### ***Offer and Acceptance – Non UK and EU Citizens***

For overseas applicants who require a CAS Tier 4 student visa to study in the UK, prior to applying to the UKBA for a CAS Tier 4 Student Visa the Deposit of £1000 must be received along with the Full Annual Fees for the Academic Year in which the student will be joining the school. Once this payment has been received and cleared the Registrar will then apply to the UKBA for the CAS Tier 4 Child Student Visa and issue the offer letter.

### ***Acceptance***

Once all forms and payment have been received the school's Registrar must sign the form of acceptance and return the signed copy to the parent/guardian. Particular attention must be drawn to the payment of 'fees in lieu of notice' if a pupil is withdrawn from the school without giving a term's notice.

Once parents have signed the Terms and Conditions, it becomes binding and a date of entry is agreed and confirmed in writing with the parents/guardians. Parents/guardians also receive written information about the school, term dates and the induction procedure. If the parents are separated a copy must be sent to both parents.

### ***Not Offered***

Should your child not be offered a place following your visit, assessment and interview you will meet with a member of the Senior Leadership Team to review and explain the reason for this decision.

### ***Deposit and Cancellation***

Please refer to the School's Terms and Conditions for information as to how the Deposit will be held and in what circumstances it will be refunded. Further information is also provided in the Terms and Conditions about cancellation of a place that has been accepted.

### ***Exclusion***

In registering your child for a place at the school you are agreeing to abide by the School's regulations and policies and to ensure, in so far as is reasonably practicable, that if your child is offered a place at the school they will be both diligent in their studies and responsible in their attitude and behaviour. Should this become a problem we will make every effort to counsel your child and yourselves and encourage them to modify their behaviour. However, you must accept that it may become necessary for your child's place at the school to be withdrawn and for them to be educated at a school which is more appropriate to their needs. The Headmistress decision in this matter will be final. See the School's Exclusions Policy.

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

This admission policy must be read in conjunction with the School's Terms and Conditions by which all parents and pupils must abide in relation to treatment of staff and pupils particularly at the school.



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