



WELLINGTON
COLLEGE
PREP

Academic Year 2024 - 2025

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Wellington College Prep Admissions Process and Policy

1. Introduction

Wellington College Prep School (Wellington College Prep, the School, or we or us) is a co-educational independent school for around 360 pupils aged 3-13. Most pupils are day pupils but there are a number of full and flexi-boarders too. Children can join in any year group and at any time of the year provided that spaces are available and that they have met the criteria set out in this policy. Where spaces are not immediately available and the criteria have been met, we will offer to put the child on our waiting list.

The Junior School

The Junior School at Wellington College Prep consists of Nursery, Reception and Years 1 to 4. Children need to be three years old at the time of entry or turn three in the first half term they join. All pupils are expected to be fully toilet trained at the time they join Wellington College Prep.

Childcare Vouchers can be used by the parents of Wellington College Prep School pupils to pay for the following services:

- Nursery Fees (Attendance in the Nursery before joining Reception)
- Occasional Boarding
- Late Stay. This runs from 3pm to 6pm, Monday to Friday in term time
- Holiday Hideout. This is the service that runs during most of the school holidays
- Upper School after-school clubs
- Junior School after-school clubs

2. The Upper School

The Upper School at Wellington College Prep is classified as years 5, 6, 7 and 8. Some pupils will leave at the end of Year 6 but we firmly believe in the benefits of spending Years 7 and 8 at Wellington College Prep before moving on to top Senior Schools. We will happily discuss these benefits with any family.

3. Selection Criteria

Wellington College Prep looks for well-rounded pupils with a genuine interest in education in the broadest sense of the word with interests that stretch beyond the confines of the academic lessons. We are looking for pupils who will flourish in our busy school, who will enjoy our broad curriculum which encompasses music, drama, art, sport and community activities and has potential for growth in these areas whilst also showing an aptitude to display our Values of Kindness, Courage and Respect. Whilst Wellington College Prep is not academically selective this does not mean that selection for entry is automatic with places being allocated based on our

assessment of a child's potential to thrive at the school, engaging in the breadth of the curriculum and co-curricular activities offered. .

We like to welcome siblings of current pupils, children who have strong connections with Wellington College Prep or Wellington College and, for Years 7 and 8, children who have received an offer from Wellington College to Wellington College Prep. Subject to us being satisfied that Wellington College Prep is a suitable school for a child and that child meeting the criteria set out above, such children will be prioritized for places over other applicants.

4. Visiting Wellington College Prep

We know that choosing the right school for your child is one of the most important decisions that you will make about your child. Most families choose to visit the School before registering their child formally for entry and we consider this to be an invaluable part of the process as you can learn about us and we can understand what you are looking for. There are two main ways of doing this:

- A. **An Open Morning.** These take place on Saturdays every term. We usually run 4 Open Days per year. The morning will consist of a full tour of the School with a current pupil, a presentation from the Head and a chance to ask the Senior Leadership Team and Registrar questions. Places must be booked in advance and can be done so via the Registrar.
- B. **Individual Tours.** We will always try to accommodate a visit at a convenient time for any family but it may not be possible at all times given the availability of key staff and the nature of the school day. Tours of all areas of the school will be conducted by a senior member of staff and it will usually be possible to meet the Head.

5. Registering for Wellington College Prep

6. Registration can be done at any time although we find that families will often choose to visit us and have a conversation with the Registrar before formally registering their child. A child can only be considered for entry once a registration form has been submitted and the non-refundable registration fee paid. **Entrance Process**

- (a) **Nursery & Reception** – children may join the Nest in the term in which they turn 3. Before joining Wellington College Prep School, they will be invited to attend for a morning or afternoon where they will be observed playing in small groups. If they have attended another pre-school or nursery setting, a copy of their most recent observations will be requested. If they are offered a place, parents must complete the Acceptance Form (which includes agreeing to the School's Terms and Conditions) and pay the Acceptance Deposit in accordance with the offer letter. [Children joining the Nest are required to do a minimum of [] sessions each week and to build this up to full time or near to full time attendance by the summer term prior to them moving to Reception.]
- (b) **Years 1 – 8** – before joining Wellington College Prep, children are invited to attend an ordinary school day – a “Taster Day” – with the existing children in their prospective year group during which they will participate in the lessons and other activities which usually

take place on that day. This provides an opportunity for us to get a feel for their overall character and values and academic attainment. Our assessment of a child's academic abilities is supported by a Cognitive Abilities Test which they will be asked to take at some point during the day. We may require a child to attend a second Taster Day in order to decide whether to offer a place to a particular child.

After the Taster Day(s), if we believe that a child is likely to thrive at Wellington College Prep, we will offer a place at a standard transition point (for example, at the beginning of Year 3) or, if a space is or becomes available in the correct year group, at a time agreed between the School and the parents before then. All offers will be conditional upon a suitable reference from the child's current school and copies of recent reports. On the occasions where we feel that Wellington College Prep is unable to meet the needs of a child or that they will be better suited to a different environment, we will discuss this with the child's parents.

To accept the offer of a place, parents must complete the Acceptance Form (which includes agreeing to the School's Terms and Conditions) and pay the deposit. Parents may request a second Taster Day before accepting the offer.

Once a child's place is confirmed we will, depending on timing, invite them into the school for a new pupils' day the term before they are due to start. They will spend either the whole day or a morning (depending on year group of entry) with the class they are likely to join when they come to Wellington College Prep. This enables them to meet their future 'buddy' and teachers as well as to ask any important questions. It also helps them to become more familiar with our environment and therefore less nervous about their first day.

a. New Pupils' Day

7. Waiting List

When a particular year group is full, we will operate a Waiting List. The Registrar will inform families with children on the Waiting List of likely timings of a place coming up and we will do our best to as open and honest as possible about this. We do not rank the Waiting List and will not give an absolute position on the Waiting List. Nor do we offer places on a "first come, first served" basis. We do this because we aim to maintain a diversity of talents, personalities and backgrounds at Wellington College Prep and will always seek to fill any place that becomes available with the most suitable candidate for that place. Places off the Waiting List are offered at the sole discretion of the Registrar and the Head.

8. Equal Opportunity

Wellington College Prep's aim is to encourage 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. In

line with Wellington College Prep's commitment to inclusivity and diversity, the School's admissions procedures have been designed to ensure equal opportunities for admission to the School subject to the candidate meeting the all-round standard required. Wellington College Prep complies with its obligations under the Equality Act 2010 and any guidance issued by the Department of Education or other educational authority or regulatory body from time to time

9. We require parents of candidates with specific needs to discuss their child's requirements with the School at the time of registering their child (or, if such need arises at a later date, immediately upon becoming aware of such need). This is so that the School can consider and, if necessary, consult with parents and the prospective pupil about the adjustments that can reasonably be made to ensure that prospective pupils can access the Taster Day and that those offered places enjoy the events offered between them receiving the offer of a place and joining the School and thrive from their first day at the School as well as ensuring their health and safety and that of others. **Special Educational Needs, Health Needs and Disabilities**

Wellington College Prep welcomes pupils with disabilities, special educational needs and/or health needs provided that we can make reasonable adjustments to offer them appropriate support, cater for any additional needs and accommodate them within the School site. Parents are required to provide a copy of any EHCP, medical or educational psychologist's reports in respect of their child at the time of registering their child or, if after such date but before their child starts at the School, immediately upon receipt. This includes consultants reports for those children with allergies. We aim to ensure that all of our pupils, including those with disabilities, special educational and/or health needs are provided with a safe and inclusive environment in which to learn.

A place will only be offered to a child with specific needs if we are confident that Wellington College Prep is an environment in which they can truly flourish and be happy from every perspective, able to successfully access the academic curriculum and partake in our extensive enrichment programme, including co-curricular and other School events, in a fulfilling capacity. If additional or specific requirements are considered necessary, the School will discuss with parents (and their child's medical advisers and social workers, if appropriate) the adjustments that can reasonably be made for the child if he or she is offered a place at Wellington College Prep, to ensure that they will not be put at a substantial disadvantage compared to a pupil who is not disadvantaged because of a disability. There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's disability. For example, if, despite reasonable adjustments, we feel that a prospective pupil is not going to be able to access the full education offered across the academic and co-curricular sphere, or that their health and safety or those of other pupils or staff may be put at risk, we reserve the right to decline a place at Wellington College Prep.

We value the continuity of education for children in every stage of their educational journey at Wellington College Prep. Therefore, once a child has joined us, we would expect them to remain with us until the end of Year 8 unless their parents choose to move them to another school. However, for some children, as they move through the school it will become apparent that they are unable to access the curriculum or we may feel for another reason that they are not thriving at Wellington College Prep. In such circumstances, we will open a dialogue with the parents of that

child to explore alternative options and may ultimately exercise our right under our terms and conditions to require those parents to remove their child from Wellington College Prep.

10. Religious beliefs

Although Wellington College Prep is a Church of England foundation, the College does not select for entry based on religious belief but welcomes prospective pupils of all faiths and of no faith. However, parents should be aware that attendance at timetabled lessons and activities on a Friday and Saturday (where applicable) is compulsory for all.

11. Fluency in English

In order to cope with the pace of Wellington College Prep, pupils must have a good grasp of the English language from the moment they enter the School. Full fluency is not required and the standard required will be determined by the School in accordance with our EAL policy. For non-native speakers this will be assessed by our Head of SEND on one of the Taster Days. Tuition in English as an Additional Language (EAL) is offered to those who require it at the parents' expense.

12. Right to study in the UK

No pupil will be admitted to Wellington College Prep unless they can demonstrate their right to study in the UK. The School is a sponsor for Child Student visas and can provide guidance on the process although we will pass on any costs incurred in the process (including those of our representative) to the parents.

13. Overseas Applicants

Usually between 20 and 30 pupils at Wellington College Prep reside overseas. Our overseas boarders live in many different countries and are a mixture of foreign nationals and ex-pat families. We welcome overseas boarders provided that the parents are able to appoint a guardian in accordance with our Guardianship Policy. Parents of overseas pupils should appreciate that we do not run a short-term study programme and expect overseas pupils to finish a complete course of study (such as Years 7 and 8).

14. Fee Assistance

We are lucky to have a small amount of funding available to offer a limited amount of means-tested fee assistance each year to candidates of exceptional abilities who need some fee assistance to attend Wellington College Prep. Awards can range from 10% to, in exceptional circumstances, 100% of fees. Eligibility for an award is generally assessed at the time of an offer being made so that a family can accept the offer knowing that the required level of fee assistance is available. An award of fee assistance made to a child does not mean that a sibling will also later (or at the same time) be offered fee assistance. Awards are most likely to be given for entry into Year 7 for those with an unconditional offer from Wellington College or other senior school for entry at Year 9 but will be considered for other year groups if funds are available. Any award will be subject to the Conditions of Award then in place, a copy of which will be provided.

15. The School's Terms and Conditions

A copy of Wellington College Prep School's Terms and Conditions is available upon request from the Registrar.

16. Complaints

Wellington College Prep's Complaints Procedure is not available for use by prospective parents.

17. Data Protection

Personal data provided to Wellington College Prep during the Admissions process will be processed and retained with due regard to applicable data protection legislation and the School's Privacy Notice.

Sara Baldwin December 2023