

# WETHERBY SENIOR SCHOOL

## ADMISSIONS POLICY

Version 1.1

**Primary person responsible for this policy:** David Lawrence

**Job title:** Deputy Head Staff & Operations

**Last review date:** June 2024

**Next review date:** June 2025

**Circulation:** This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children.

'Parents' refers to parents, guardians and carers.



## **Introduction**

Wetherby Senior School, established in 2015, is an academically selective independent school for boys. In line with our values, our intention is to provide a modern, supportive and positive experience for all applicants to the School. The aim of our process is to help us to identify boys with intellectual and personal qualities that will allow them to benefit from an academic education at Wetherby Senior School and to contribute fully to the wider life of the community.

Admissions to the School are overseen by the Registrar who works with the Deputy Head Staff and Operations (Director of Admissions) on behalf of the Headmaster. They are assisted in this role by the Deputy Heads Academic and Pastoral, the SENCO, relevant Heads of Section and a range of other school staff.

This policy outlines the procedures involved in our three main points of entry at 11+, 13+ and 16+ and allows a fair pathway for all applicants to the school. It is reviewed annually. Should you have any queries please contact the registrar on 020 7535 3533 or email on: [registrar@wetherbysenior.co.uk](mailto:registrar@wetherbysenior.co.uk)

## **Entry points:**

**Wetherby Senior School's** main entry points are 11+ (Year 7), 13+ (Year 9) and 16+ (Year 12).

Boys in Year 11 at Wetherby Senior School must meet the GCSE grade requirements for entry to Year 12 and their record of conduct must reflect a readiness for playing a full part in the Sixth Form.

Places in other year groups occasionally become available. Parents should contact the registrar for more information. Places are subject to availability, the academic potential of the candidates and their references.

Boys will be considered for admission if, on 31 August of their proposed year of entry, their age matches the year group for which they are applying. For example: boys will be considered for admissions at 13+ if, in the calendar year of entry, they are 13 years old on 31 August. Boys whose age does not match the year group date of birth criteria may be considered for admission into a particular year group if there are exceptional circumstances.

## **Number of places available**

The approximate number of places available each year are as follows:

60 places for entry at 11+

40 places for entry at 13+

15-20 places for entry at 16+

## Registration

A registration form can be completed online on the How to Apply section of the School's website: <https://www.wetherbysenior.co.uk/admissions/>. In order to register, parents must fill out the registration form in full and set up their application account. A non-refundable registration fee is charged. The registration fee is waived for applicants who are current pupils of Wetherby Prep School.

The deadlines for registration are published on the School website.

## References

All applications to the School must be supported by a written reference from the head teacher of their current place of education. References should comment on boys' character, academic achievement and potential and their current extra-curricular involvement and hobbies.

References for 16+ applicants should include GCSE predicted grades.

We request that parents inform their son's school of their intention to apply to Wetherby Senior School when they submit their application. We will ask schools for references soon after the deadline for applications has passed.

## Assessment

The selection process for entry either at 11+ or 13+ normally takes place throughout the autumn and early spring terms when a candidate is in the UK curriculum Year 6. The usual deadline for registration for entry is the last day of the first half of the School's autumn term, but, in practice, candidates are often registered significantly in advance of the deadline.

### 11+ Entry

Boys applying to Wetherby Senior School for 11+ entry will be required to take the School's entry tests on the online Quest (Atom Learning) platform. This is a widely used online test for children moving from primary or prep schools to selective secondary schools. The test assesses the English and Mathematics content covered in the National Curriculum up to the end of Year 5 as well as verbal and non-verbal reasoning. Candidates can sit the test at their current school and for those doing so, we request that they complete it by the end of the Autumn Term. For candidates who are unable to sit the test in their own school, we will host candidates at Wetherby Senior School and dates will be confirmed to candidates directly. Interviews for selected candidates will be held on a Saturday early in the Spring Term.

### 13+ Entry

The 13+ assessments will be held in the autumn of Year 6 through the online Quest (Atom Learning) platform. Where possible, candidates will sit the exam at their current school but there will be opportunities to do so at Wetherby. Candidates will then be invited for interview early in the spring term.



## Applicants from Wetherby Prep School at 13+

Boys applying to Wetherby Senior School from Wetherby Prep School normally transfer to the Senior School at 13+. Interviews are conducted in the second half of the Autumn Term when they are in Year 6. The School assesses Quest test results as part of the process and may, in some instances, and in consultation with the SENCO, invite selected candidates back for further progress testing to ensure that they will meet the academic standard of the School. Offers must be accepted within the published timescale for 13+ entrants and the non-refundable deposit paid in full.

## 16+ Entry

The 16+ assessment day will be held in the autumn term of Year 11. Boys will be interviewed and examined on the School's Quest-based entrance examinations. Registration deadline for 16+ admission will be published on the School's website.

They are also required to fill out an application form outlining why they, the candidate, would like to join the Sixth Form. Once their assessment results, application form and references have been reviewed, candidates may be invited for an interview. Offers will be conditional on a candidates' GCSE performance. The current requirements are that a candidate must have at least a GCSE Grade 7 in each subject they plan to study at A level (where appropriate) and a minimum of three further grades at 6 or higher. A minimum of Grade 8 is required for candidates intending to study Mathematics at A level.

## Occasional Places

Candidates hoping to secure an occasional place at Wetherby, having missed our normal entry procedures, should register via the website. Potential entrants into Years 7 -9 may be invited to attend an Occasional Place Assessment Day at the School where they will undertake online, computer-adaptive aptitude tests and have an interview with a member of the teaching staff. Where candidates are overseas, they must supply the contact details of a senior teacher at their current school so that they can complete the online tests in a supervised environment. Overseas candidates are likely to be asked to interview via Zoom. Applicants for Year 10 places are required to sit assessments on Quest and may be asked to demonstrate their competency in the language they hope to study as a part of their GCSE core.

## Outcomes and offers

Once the assessment process is completed and the reference scrutinised, successful candidates will receive unconditional offers that must be accepted with the non-refundable deposit paid in full before the expiry of the deadline. Candidates may receive notice that they have been placed on the waiting list for a place at the School. The admissions team will regularly review waiting lists and contact applicants if their status changes and a confirmed place can be offered.

Unfortunately, in a competitive selection process, there will be some applicants who are not offered either a confirmed place or a place on the waiting list. In some cases, candidates may be invited to reapply for 13+ entry when they are at the end of curriculum Year 7.

## Special Educational Needs and Disability

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, we consider all children for admission to the school who have the ability and aptitude to access an academic curriculum. All pupils have equal opportunity to join the school if they satisfy the school's selection procedure. Pupils whose SEND enables them to access our curriculum are welcome provided that we have the appropriate resources and facilities to provide them with the support that they require.

When making and reviewing admissions arrangements, the school has due regard to its legal and moral responsibilities under the Equality Act (2010) and the SEND Code of Practice (2014, last updated May 2015). The school sets its own admissions criteria, but these do not discriminate against applicants with a particular protected characteristic. When necessary, the school will do all that is reasonable to accommodate the needs of candidates who have disabilities for which, with reasonable adjustments, the school can cater adequately.

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 child's health; physical, psychological or emotional 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 child.

When sitting entrance exams for admission to the school, we will provide relevant arrangements where these are deemed necessary. In order to facilitate such arrangements, parents should inform the Registrar and provide evidence to support these arrangements, such as a copy of the most recent Educational Psychologist's assessment (required to be less than 2 years old), a Consultant's letter (not GP) diagnostic report and a recent letter-headed school report which indicates that such arrangements are a part of the normal way of working for that pupil at his current school. We will treat such evidence with the strictest confidentiality and acceptance of the facilities in future will be at the discretion of the SENDCo, in line with the criteria set out by JCQ.

Where a child's SEND has been identified, or 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, and,
- b) We believe it is in the best interest of the child and of the school community to remain at the school.
- c) We are able to assess the pupil and obtain the necessary evidence required, to provide for the pupil to attain their individual potential with support and guidance of the Learning Support Department.

Where, in our professional judgement, these conditions no longer apply or are able to be met, 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.



## **Financial Assistance**

Wetherby Senior School offers financial assistance in the form of bursaries. These are available through the Gold Standard Charitable Trust. Bursaries are designed to widen access to the school by enabling boys to come who could not otherwise do so, and to allow boys to remain in the event of a change in family circumstances.

Bursaries are subject to a detailed means test. Parents should be aware that the Trust does not have the resources to support all applications and only a limited number of boys will receive support in a given year.

Applicants for 11+ and 16+ and Occasional Places should indicate their intention to request a bursary when they submit their application.

Applicants for 13+ should apply after they have been awarded a place at the school.



## **Fluency in English**

In order to fully access the curriculum and to play a full part in the life of Wetherby Senior School, prospective pupils must have a good level of written and spoken English, or demonstrate the aptitude to acquire it quickly. Normally pupils should have been educated in the English medium for at least 3 years before coming to the school; tuition in English as an Additional Language (EAL) can be arranged (at additional cost) to support boys that require it.

## **Equal Treatment**

Wetherby Senior School is committed to treat all applicants equally, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background.

## **Sibling Policy**

Most siblings join us at Wetherby Senior School and a family atmosphere is encouraged. However, admission is not automatic.

## **Overseas Applicants**

We welcome applications from candidates residing overseas - please note that the School does sponsor a limited number of child student visas. Where a candidate requires a visa, they should contact the Registrar upon application.

## **School's contractual terms & conditions**

Copies are made available to parents as part of the admissions process.

## **GDPR**

Wetherby Senior School ensures that data is processed in accordance with the Data Protection Act 2018.

## **Complaints**

We hope that you and your child do not have any complaints about our admissions process; but copies of the School's complaints procedure is available from the School's website.