



# **Admissions Policy**

## **All School, EYFS and Austen's Club**

### **Wickham Court School**

#### **1. Rationale**

Wickham Court School is a co-educational day school for pupils between the ages of 2.5 to 17 years.

It is a non-selective primary school and pupils applying to the secondary school take an entrance exam and are interviewed by the Head Teacher. The school welcomes pupils from all backgrounds, irrespective of nationality, religion, race, class or disability. Pupils are admitted throughout the year.

#### **2. Process**

After the initial enquiry, the parent, guardian or representative must visit the school to meet with the Head Teacher. The prospective pupil is not required to attend at this stage.

#### **3. Early Years**

In order to enter at Early Years level, children must be 3 in the term in which they join and be able to use the toilet unaided. No interview or testing takes place at this stage.

#### **4. Years 1 to 6**

In order to enter at this level, children will have a friendly and informal interview with the Principal. A sample of work from any previous school, together with a report is requested. If appropriate, the prospective pupil will be offered the opportunity to join a class for the day, have lunch with the pupils and enjoy playtimes.

#### **5. Years 7 to 11**

Senior pupils joining year 7 are required to sit a 1½ hour entrance examination. All applicants are interviewed by the Principal and a comprehensive report is required from their previous school before a place is offered.

The results of the examination serves two purposes;

- To assess the pupil's academic ability
- To establish whether or not an academic scholarship could be awarded

For pupils entering Year 7 at the September intake, an induction day is arranged in the previous July and parents are invited in the afternoon. Pupils entering at any time after that will attend a trial day offered in the same way as it is at Junior level.

#### **6. Registration**

To secure a place, the parent or guardian must complete and sign the school's registration form and submit it, together with a cheque for £100.

In the term before admission, a letter confirming the place is sent and a request is made for a non-refundable deposit as part payment of the first term's fees. This is £200.00 for pre-school and £400.00 for the rest of the school.

#### **7. Reasons for refusing to admit a pupil**

No pupil will be discriminated against on academic grounds or because of a non-disqualifying disability. For a pupil who has had behavioural issues at a previous school, consideration must be given for the safety of other pupils and staff. In such an event, a pupil may be refused admission or admitted on a trial basis with the agreement of the parent or guardian. To be updated June 2017

Date	Position	Name of Reviewer	Date of Next Review
December 2017	Principal	Mrs L. Harries	December 2018