



Westbourne
House School

CHICHESTER

ADMISSIONS POLICY

This is the policy of Westbourne House School, which incorporates the Prep School, Pre-Prep, Early Years Foundation Stage as well as provision for boarding

Authority and Circulation

This policy has been authorised by the Governing Body of Westbourne House School and is available to prospective parents and pupils and to all members of the teaching and administration staff. It is written and maintained in accordance with the Education (Pupil Registration) (England) Regulations 2006, Working Together to Improve School Attendance 2024 and Children Missing Education 2024.

Policy Statement

This policy, as reflected in its aims below, establishes the criteria for admission to Westbourne House.

Aims

The aims of this policy are:

- To ensure compliance with the School's charitable purposes. Westbourne House School is a mainstream boarding and day School with a Christian ethos for boys and girls aged 2½ to 13 years.
- To identify and admit children who will benefit from an academic education and who will contribute to and benefit from the ethos and activities of our School community.
- Only to admit a child whom it feels will benefit from the School community.

Equal Treatment: Westbourne House School welcomes children from many different ethnic 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. All candidates for admission will be treated equally - understood as protected characteristics as set out in Section 4 of the Equality Act 2010 - irrespective of their, or their parents' gender, sexual orientation (gay, lesbian, bi-sexual or transgender), gender re-assignment, race, colour, language, pregnancy, maternity, religion, political or other opinion, national or social origin, association with a national minority, property, birth or other status. We expect all our pupils to attend our chapel services and School assemblies that are fundamental to our Christian ethos.

Disability and Special Educational Needs: The School has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.

The School needs to be aware of any known disability or special educational needs which may affect a child's ability to take full advantage of the education provided at the School. Parents of a child who has any disability or special educational needs should provide the School with full written details at registration or subsequently but before accepting the offer of a place.

The School needs this information so that, in the case of any child with particular needs, it can assess those needs and consult with parents about the adjustments which can reasonably be made to cater adequately for the child's needs both during the admission process and if an offer of a place is made.

Similarly, if special education needs or a disability become apparent after admission, the School will consult with parents about reasonable adjustments that may allow the child to continue at the School.

Practice and Procedure

There is no selection or assessment of children entering the School, although the School does seek to establish the level of English of non-British children to ensure that they would benefit from and be able to participate in all aspects of School life.

Parents are invited to complete a Registration Form and Acceptance Form to secure a place(s). Children are invited to spend a day or part of a day depending on age at the School during which time they will take part in normal lessons.

Prior to new pupils being added onto the School roll, parents are required to complete an Admissions/Parental Consent Form which includes two emergency telephone numbers, in addition to those held for each parent.

When a child leaves the School at a non-standard transition time, the Admissions Officer will contact the new school to confirm he/she is on their roll. The details of the new school are added to the School database and the Local Authority is informed. When a child joins Westbourne House, at any time throughout the school year, the previous school is asked to advise of any safeguarding issues that may have occurred. If a child joins the School at a non-standard transition time, the Local Authority is informed.

Disclosures: Parents must as soon as possible disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities or learning difficulties. We may request further information such as a medical certificate or educational psychologist's report and any associated correspondence or details from the pupil's current school (including samples of work) or any family history of dyslexia, as we consider necessary to make a fair assessment.

Candidate's age: Places are offered in the standard year of the child. (If, however, the School considers, as a matter of professional judgement, that this would be in the best interests of the pupil and the School, a child may be accelerated or held back in agreement).

Additional factors: The School is often oversubscribed. If it has to decide between two or more candidates who meet its admission requirements, after all appropriate allowances and special considerations have been given, it may give preference to:

- A child who already has (or is about to have) a brother/sister in the School or whose parent is a former pupil here.
- A child whose parent is a current member of staff.
- A child with a particular skill, talent or aptitude.

Scholarships: The School holds a reputation for excellence in academics, music, sport and creative arts, as testified by the long list of scholarships won at major public schools in each of these areas. Through our scholarship scheme we aim to attract and promote talent. Within a vibrant, innovative, supportive and sensitive environment, the School aims to stimulate and encourage children to maximise their potential in mind, body and spirit through a broad and varied curriculum.

- **The Sharman Academic Scholarship:** open to all children entering Year 3 (7+) at Westbourne House. Candidates are expected to demonstrate high academic potential and intellectual curiosity. Awards will initially be offered for Years 3-6, but may be continued on merit to Year 8. Up to three scholarships will be awarded per year, each with a value of up to 15% of the fees.
- **The Maurice Ellis Music Scholarship:** Music is a central feature of Westbourne life. Facilities are excellent, with a purpose-built Music School and theatre complex. Our Director of Music and his team direct the numerous choirs, ensembles, bands and orchestras, as well as managing an extensive individual tuition programme. A number of Music Scholarships are available to children entering Years 3 and 4. Awards are made up to 20% of the School fees, in addition to free musical tuition.
- To register interest for either/both of the above, parents are requested to make contact with the Admissions Officer: admissions@westbournehouse.org

Means-Tested Bursaries: The Governors of Westbourne House are committed to broadening access to the School by offering to eligible families means-tested financial support towards the payment of School fees.

Such support, known as a Bursary, may be awarded in the form of a discount of up to 100% on tuition fees payable, depending on the financial, compassionate or other pertinent circumstances of applicants. Please refer to the School's Bursary Policy.

Overseas Applications: We welcome overseas pupils, who can study at Westbourne House School as boarders provided that they have a guardian or other party meeting UKVI requirements living in the UK with whom they can stay for some weekends and holidays, more

details of which are contained in the School's Terms & Conditions and the Educational Guardianship Policy.

Fluency in English: In order to cope with the academic and social demands of Westbourne House School, pupils must have basic conversational level English (Years 3/4/5 - Minimum CEFR level - Early B1; Years 6/7/8 - Minimum CEFR level - Mid B1 and above). Tuition in English as an Additional Language (EAL) can be arranged.

School's Terms & Conditions

The School's Terms & Conditions are on the School's website and will be made available to parents as part of the admissions process.

Complaints

The Complaints Procedure is not available for use by prospective parents or their agents.

Records and Review

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice and Records Management Policy. An Admission Register is downloaded monthly from the School's database (iSAMS) and stored as electronic files.

The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose. This will generally be no more than 6 months following an unsuccessful application, but reasons to retain for longer might include: e.g. if the parents or agent acting on behalf of parents express an interest in the candidate re-applying for any reason at a later date, or in the potential candidacy of another sibling; or to deal with any on-going matters or queries arising from the application.

Monitoring and review

The School will review and monitor the effectiveness and compliance of this policy (and appendices – if appropriate). This policy will be kept up-to-date and amended to take account of legislative and regulatory changes.

Last Review Date	Next Review Date	Reviewer(s)
September 2026	September 2026	Headmaster Admissions Officer Bursar <i>(for and on behalf of the Governing Body)</i>