



Admission Policy

Westbourne School is a co-educational independent school for pupils from ages 3 to 16. The school has approximately 365 day pupils. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Westbourne School. We hold Open Mornings in October and March each year, which give a general introduction to the school. Details are published on our website. However, we are also very happy to welcome prospective parents and their children at any time throughout the school year. Please contact the school's secretary on 0114 2660374 or email on admissions@westbourneschool.co.uk to arrange a visit.

The Headmaster's aim is to offer places to those prospective pupils who demonstrate that they will be able to take full advantage of a Westbourne school education. We are committed to ensuring that admission decisions will be made by a process that is free from any discrimination on the grounds of disability; race; ethnic or national origin; gender; religion, belief, sexual orientation or social background. The school must also feel reasonably sure that we are able to educate and develop the prospective pupil to the best of his or her potential and in line with general standards achieved by the pupil's peers, so that there is every chance that the pupil will have a happy, fulfilling and successful school career. These aims must continue to be met throughout the pupil's time at the school.

Admission to Westbourne School is based on the following criteria:

- A prospective parent/guardian visit and a meeting between the Headmaster and the prospective parents/guardians.

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- The successful completion of a day visit (taster day) by all prospective pupils in Pre-School to Year 10. Pre-School children are also required to share a report from their current nursery along with a copy of their two-year health visitor check.
- A satisfactory report from the prospective pupil's previous school, playgroup or day-care centre covering academic, social and behavioural standards.
- The successful completion of informal entry assessments, carried out during the day visit, for all pupils from Reception to Year 10. Entry assessments will, wherever possible, be carried out on the basis of normal school work done during the day visit and will comprise:

a) Junior School Entrants

Work to assess reading, writing, spelling and mathematical ability (using tracking for the relevant year).

b) Senior School Entrants

Work in English (reading and writing) and Mathematics at a level appropriate to that of the group they would be joining. SATs results and those from Key Stage 2 & 3 tests together with CATS or MidYis data and any GCSE assignments carried out will also form an essential part of the entry process. This information will determine the ability set which the pupil will join if offered a place.

In all cases the school will endeavour to establish that his or her admission to the school is compatible with the learning of others.

A place will not be offered to any prospective pupil until all required information relating to behaviour and academic results to date has been received from the pupil's previous school and assessed to the school's satisfaction. The support of parents will be sought as necessary to obtain the required information from current or previous schools.

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Westbourne School reserves the right to refuse entry into Reception to Year 10 or to refuse further progression up the school if the School's structure, in the opinion of the Headmaster and teachers, does not meet the educational, pastoral and social needs of the pupil concerned.

Westbourne School may not accept applications for admission as follows:

- When application for a September place is made during the summer holiday period. In this instance, with all schools on holiday, it is not always possible to assess a prospective pupil fully or to obtain the necessary information from previous schools. Any such application would be considered as soon as possible, but no later than during the first week of the Autumn Term for entry during that term.
- Pupils in KS4 applying for a place later than the first term of Year 10, except where parents are relocating to the Sheffield area, and where the options offered by the school are compatible with those which are already being studied and where evidence can be produced of an acceptable standard of GCSE assignments to date. In such cases, entry will be considered up to the end of Year 10.

EQUAL OPPORTUNITY

Westbourne School's aim is to encourage applications from 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. Generous bursaries are offered in order to make it possible for as many as possible who meet the school's admission criteria to attend the school.

Westbourne School is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, sexual orientation or social background. The school's provision for bursaries is described below.

SPECIAL EDUCATIONAL NEEDS & DISABILITY

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Westbourne School does not discriminate in any way regarding entry. The school welcomes pupils with special educational needs providing that its learning support department can offer them the support that they require. We welcome pupils with disabilities provided that our site can accommodate them. However, we strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with the Headmaster before applying for a place to ensure that the school can make adequate provision for him/her. Parents should provide a copy of an educational psychologist's report or a medical report if they have one.

The school will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she becomes a pupil at the school.

SIBLING POLICY

Most siblings join us at Westbourne School. However, admission is not automatic and there may be occasions where the school assesses that a sibling is likely to thrive better in a different academic environment.

OVERSEAS APPLICANTS

We welcome overseas pupils who can study at Westbourne School provided that they have a relative or legal guardian living in the UK with whom they will stay during term time. However, parents of overseas pupils should appreciate that Westbourne School does not run a short-term study programme and expects overseas pupils to finish a complete course of study such as Years 1-6 and/or 7-11.

Fluency in English

In order to cope with the academic and social demands of Westbourne School pupils must have some English speaking knowledge. Normally pupils should have been educated in the English medium for at least two years before coming to the school. Tuition in English as an Additional Language (EAL) can be arranged at the parent's expense.



Scholarships and Bursaries

Awards may be offered at age 11, following scholarship examinations which take place in January of each year. Awards are dependent upon outstanding results being achieved in all papers taken. The number offered and their value will be decided following the marking process. No specific preparation for the entrance tests is needed, all candidates start on an equal footing, with identical opportunities to display their academic aptitude [and extra-curricular skills].

The Music/Sport Scholarships are offered to children with musical/sporting talent hoping to enter Year 7 in the Senior School. A leaflet and an Application Form are available from the school office. The award is subject to annual review and requires the maintenance of an active contribution to the musical/sporting life of the school.

Bursaries may be awarded to candidates whose parent(s) may be in need of financial assistance (see the schools Bursary Policy for further information). A Bursary Form is available from the school Bursar.

Please note that non-compliance with any term of the offer could mean that any financial assistance is withdrawn and, in this event, the pupil's parents will become responsible for payment of the totality of the fees including any financially-assisted element.

SCHOOL'S CONTRACTUAL TERMS & CONDITIONS

Copies are on the school's website and will be made available to parents as part of the admissions process.

COMPLAINTS PROCEDURE

The school hopes that parents and pupils do not have any complaints about the school's admissions process; but copies of the school's complaints procedure can be sent to parents on request and a copy is also available on the school's website.