



Admissions Policy (Whole School)

Version Number:	V 3.1
Applies to:	Whole School (inc EYFS)
Author (s):	Director of Admissions and Marketing
Review Frequency:	Annual
Policy category (1, 2, 3, 4):	1
Last reviewed:	Michaelmas Term 2024 Updated by Prep Lent term 2025
Next review due by:	Michaelmas Term 2025
Approved on (date):	21.11.24 Governors
Committee (s) Responsible:	Governors (from Michaelmas 2025 review Education Committee then Governors)
References (including legal and others eg ISBA).	ISBA Guidance and Model Policy
ISI Reg:	Paragraph 32, Part 6 ISSR
Other related policies and documents:	Bursary Policy; Data Protection Policy; Complaints Policy

Contents

1. General.....	(2)
2. The Entry Procedure.....	(2)
3. Equal Treatment.....	(3)
4. Information Sharing	(3)
5. Special Educational Needs	(3)
6. The Assessment Process	(4)
7. Sibling Policy	(6)
8. Scholarships	(6)
9. Bursaries	(7)
10. Financial Information	(7)
11. International Applicants	(7)
12. Fluency in English	(8)
13. Religious Beliefs	(8)
14. School’s Contractual Terms and Conditions	(8)
15. Complaints	(8)
16. Records and Review.....	(8)
17. Compliance and Monitoring Arrangements	(9)

1. General

Woodbridge School (including Woodbridge School Pre-prep, Prep and Woodbridge School Senior and Sixth Form) is a co-educational independent school for students from ages 4 to 18. 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 us. We hold a number of open events throughout the year which give a general introduction to the School. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact the School's Admissions team on admissions@woodbridgeschool.org.uk or +44 (0) 1394 615041 for the Senior School or +44(0) 1394 382673 for the Prep School to arrange a visit.

2. The Entry Procedure

Woodbridge School is a selective school, with selection based upon academic merit as well as alignment with the School’s values, at all levels of entry. Please see the assessment section of this policy below for further details. Our selection process is designed to identify students who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the School.

The usual points of entry are at aged 4+ into Reception, aged 7+ into year 3, aged 11+ into year 7, aged 13+ into year 9 and aged 16+ into year 12. The School may also have occasional places at other ages so please contact the Admissions Team for details.

In order for an applicant to be eligible to sit Woodbridge School’s entrance exams (Senior School and Sixth Form) or to have an assessment at Woodbridge School Prep or Pre Prep, they must first be registered with the School. This is achieved by all those with legal parental responsibility completing and submitting an online application form together with the non-refundable registration fee. A child must also be registered with the School before an

application for a scholarship or bursary at the Senior School and Sixth Form can be considered.

Please refer to the application deadlines (including deadlines for scholarships and bursaries) which are published on the School's website.

3. Equal Treatment

Woodbridge School's aim is to encourage applications from prospective students with as diverse a range of backgrounds as possible and we are mindful of our obligations under the Equality Act 2010 during the Admissions process.

Bursaries are offered in order to make it possible for as many as possible who meet the admission criteria to attend the Senior School and Sixth Form. The School's provision for bursaries is described below and in full detail in our bursary policy.

The School is committed to equal treatment for all, regardless of an applicant's sex, race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background.

4. Information Sharing

We require parents to inform the School at the outset of the application process about any needs which their child may have or any other significant matters which the School should reasonably be aware of because, for example, it would necessitate tailored provision and/or would materially impact on their child's attendance at School and/or ability to engage in day-to-day School life. The School may wish to discuss these matters with the parents and/or require some further information. This may, for example, be relevant for gender questioning children who have specific requests regarding accommodation or the use of facilities in School.

Parents must ensure that information provided is accurate, complete and not misleading and relevant details and information (or changes to them) are shared in a timely and transparent manner.

A failure to disclose relevant information and/or the provision of inaccurate, incomplete or misleading information may - in some cases - lead to the withdrawal of an offer or termination of the School's Parent Contract.

5. Special Educational Needs

Woodbridge School's does not unlawfully discriminate in any way regarding entry. The School welcomes students with disabilities and/or special educational needs, provided we can reasonably offer them the support that they require and cater for any additional needs and that our site can accommodate them. We aim to ensure that all our students, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

Our policy is to apply our admission criteria to all potential students. We require parents of children with special educational needs, disabilities, pastoral needs or allergies (suspected and diagnosed) to discuss their child's needs with the School at the outset of the admissions process so that we can consider and make – to the extent reasonable – appropriate provision for them.

Parents are required to provide with the Registration Form full details of all relevant information about their child, including any reports (including any educational psychologist reports, medical reports or assessments or other relevant expert third party reports), materials or information about their child's needs (educational, health or otherwise), and this may include any final or draft EHC needs assessments (or applications for a needs assessment) or final or draft EHC Plans (or applications for an EHC Plan). This is so that the School can assess the child's needs and consult with parents and the local authority about any adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to meaningfully access the education offered and that we are able to ensure their health and safety, and the health and safety of others. This information should be provided prior to the admissions assessment process.

Where parents of a prospective pupil feel their child requires adjustments (in respect of the admissions process and/or with regards to education at School and participation in School life in the event they are offered and take up a place at the School), parents should raise these with the School at the outset and the School may – depending on the circumstances - require some further information from parents or request further assessments in respect of the needs identified and will discuss with parents (and their child's medical advisers, if appropriate) the adjustments proposed and whether they can reasonably be made for the child if they were to become a student at the School.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's special educational needs and/or disability. For example, if, despite reasonable adjustments (in the case of disability), we feel that a prospective student is not going to be able to meaningfully access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, or where the School cannot reasonably accommodate the adjustments required or reasonably provide the nature or level of the support required.

Sometimes, the situation of students with disabilities and/or special educational needs changes between an offer of a place being made and the student starting at the School. The School requires parents to be pro-active in updating the School as to any changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a student's place at the School. However the School may, in exceptional circumstances, need to reconsider the offer of a place if a student's circumstances change materially. It is in the student's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming and transparent in their communications with the School about any material change to their child's circumstances.

In the event your child has an EHC needs assessment or EHCP (whether at the application stage, draft or final form) it is important that these (and the applicable supporting documentation, e.g. educational psychologist reports or other expert assessments) are shared promptly with the School and that the School is kept up to date with respect to any relevant decisions of the Local Authority or changes in provision.

6. The Assessment Process

The aim of the process is to identify potential. Woodbridge School is looking for well-rounded students with a genuine interest in education in the broadest sense of the word, with

interests that stretch beyond the confines of the academic curriculum. The School has strong traditions in art, music, drama, community activities and sport and there are many co-curricular activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for our entrance tests is needed; all candidates start on an equal footing, with identical opportunities to display their academic aptitude.

Pre-Prep EYFS/Reception

Applicants for the Pre-Prep EYFS/Reception are assessed for entry through an Activity Assessment session. Where possible, registered applicants are visited in their nursery or home setting in advance of being invited to an age-appropriate Assessment Morning. Observations from the Assessment Morning together with a report and/or references from the child's current nursery or school will inform the decision of an offer.

Pre-Prep Key Stage One

Applicants into Pre-Prep Key Stage One are assessed for entry by participating in Taster Days (preferably two consecutive days) during which age-appropriate work which may include reading, writing and maths is completed. Assessment of the work completed, observations of the child on the Taster Days, previous reports (where available) and references from the applicant's current school inform the decision of an offer. We reserve the right to ask a student to return for a further Taster Day if necessary, in order to assist with the assessment process.

Prep Key Stage Two

Applicants into Prep Key Stage Two are assessed for entry by participating in Taster Days (preferably two consecutive days) during which age-appropriate class work and a CAT4 assessment is completed. Assessment of the work completed, observations from the Taster Days, an informal discussion with the Head of Woodbridge School Prep, previous school reports and references from the applicant's current school inform the decision of an offer. Results of 100+ in CAT4 and class work within the expected age-range for the year group are the expected minimum for entry.

Senior School - Day

At the Senior School those applying are required to complete an entrance test, designed specifically for their age groups. Applicants will also be required to have a taster session as well as an interview. A reference will also be sought for each applicant from their current school. The dates of the School's entrance tests for the Senior School are published on the School's website, together with the closing dates for applications for Scholarships and Bursaries.

Sixth Form - Day

The School's offer of places into Year 12 is conditional upon an applicant achieving sufficiently high grades at GCSE or equivalent. For all students this will be a minimum of four GCSE grade 6s and two GCSE grade 5s. This should include grade 6s in subjects to be studied at A level. Applicants will also be required to have an interview with the Head or Director of Sixth Form. A reference will also be sought

for each applicant from their current school. The dates of the School's entrance tests for the Senior School are published on the School's website, together with the closing dates for applications for Scholarships and Bursaries.

Senior and Sixth Form International

We welcome applications from international students provided they meet our entrance criteria. International students sit online tests (CAT4 and Password English) and have an interview with the Head and relevant members of staff (either online or in person). A reference and reports from the applicant's current school are also sought.

Where special educational needs, disabilities, pastoral needs or allergies (suspected and diagnosed) have been declared the Learning Support Team will be involved in the assessment process. We reserve the right to ask a student to return for a further Taster Day, if necessary, in order to assist with the assessment process.

Outcome letters are emailed to families as soon as possible, together with confirmation of the acceptance deadline, following receipt of the reference from the current setting. If further assessment or consultation is required as a result of the assessment process, parents will be informed, and this timescale may be altered. We will offer places to applicants from our waiting list after the closing date for acceptances. You must accept or decline the offer of a place by the acceptance deadline date. Failure to do so may result in the automatic withdrawal of the offer.

7. Sibling Policy

Most siblings join us at Woodbridge School. However, admission is not automatic and there may be occasions where the School judges, based on the entrance assessment, that a sibling is likely to thrive better in a different academic environment. If a sibling meets our entrance criteria, they will be given preference over applicants without a sibling already at the School.

8. Scholarships

We offer Scholarships at entry into Year 7, Year 9 and Year 12 each year in the following categories:

- Academic
- Music
- Drama
- Sport
- Chess
- Art (encompassing photography, fashion and sculpture)
- Head's Award

The number of Scholarships varies from year to year depending on the results of the entrance tests. They are made to those entering the Senior School (including Woodbridge School Prep Year 6 students), as well as to current students moving into Year 9 or the Sixth Form.

Scholarships are designed to reward excellence and to celebrate exceptional talent.

Scholarships may be made on an honorary basis (i.e. with no fee reduction), or on a fee reduction basis. Parents are asked to indicate on the application form whether they wish to apply for a Scholarship. Details of the arrangements will be sent to all who express an interest.

Scholarships decisions are made based on entrance test results, applications and performance in the relevant Scholarship assessments, and Scholarship holders are expected to fulfil the requirements as outlined in the Scholars Terms and Conditions. The parents of Scholars are expected to support and encourage the Scholar to meet the requirements of being a Scholar, and to uphold the values of the School.

We encourage parents of Scholars who anticipate that they will experience difficulty in meeting the balance of the tuition fees, to apply at the same time for one of the School's means-tested Bursaries, when they register their child.

Full details on our scholarships including the criteria, process, expectations and applications dates can be found on our website.

9. Bursaries

Woodbridge School's Bursary programme is designed to allow those who would otherwise not be able to afford to, accept a place at the School. Bursaries are means-tested annually and are normally available to entrants at the following points: Years 7, 9 and 12 at the Senior School. Under exceptional circumstances, bursary applications for other points of entry may be considered. Bursaries are awarded at the discretion of the Head and the decision of the School is final and not subject to appeal.

Full details on our bursaries including the application form, application dates, process, criteria and bursary policy can be found on our website.

10. Financial Information

Any applicant for a place at the School, including those who apply for bursary support and overseas applicants, may at the discretion of the School be required to provide additional financial information and/or undergo checks to confirm that they are able to pay the School's fees (or any percentage of the fees still payable if a bursary or scholarship is granted).

11. International Applicants

The majority of international students will complete a full course of study however occasionally there may be places available for less than one academic year.

Students requiring sponsorship to study in the UK who are offered, and accept a place at Woodbridge School, will be provided with a Confirmation of Acceptance of Studies (CAS) for their visa application on completion of the admissions process. The School works with an external School Immigration company who advise and support families on the visa application process at no extra cost however parents are responsible for UKVI application fees. Students who are subject to immigration control but do not require sponsorship must provide proof of their right to study in the UK.

Parents of overseas boarders will be required to appoint an AEGIS accredited 'educational guardian' during their child's time at Woodbridge School.

12. Fluency in English

In order to cope with the academic and social demands of Woodbridge School, students whose first language is not English must be able to prove that they have the academic potential to complete the chosen course of study and that their English is adequate for the subjects they wish to study. EAL lessons will be timetabled if appropriate and boarding fees include group EAL lessons. However, it may be recommended that individual lessons are required which will be arranged at the parent's expense.

13. Religious Beliefs

Although Woodbridge School has Christian roots, the School does not select for entry on the basis of religious belief, and it offers the opportunity for all to practise their recognised own faiths. However, parents should be aware that there is compulsory attendance at some events with religious content.

14. School's Contractual Terms and Conditions

The terms upon which the School educates each student are set out in the School's Parent Contract which is on the School's website and will be made available to parents as part of the admissions process.

15. Complaints

A copy of the School's complaints procedure is available on the School's website and can be sent to parents of the School on request. The complaints procedure does not apply in relation to prospective students. Should parents of prospective students wish to discuss matters in relation to admissions, they may contact the Director of Admissions, Marketing and Communications via the School contact details given below.

16. Records and Review

Applicants' details will be held on file with due regard to data protection legislation and the School's Data Protection Policy.

The School will not hold the personal data of parents or a child for longer than is necessary for a lawful purpose. For successful candidates, data will be transferred to the individual Students File. Data in the Student

Files will be retained as detailed in the School's Data Protection Policy and Privacy Notice.

How to contact us

Telephone: 01394 615000

Email: schooloffice@woodbridgeschool.org.uk

17. Compliance and Monitoring arrangements

This policy will be subject to a thorough review process including consideration and ratification by the Governing Body on an annual basis. This will ensure that practice across the whole School is in line with this policy and with current guidance and legislation.