



## West Lodge School

A co-educational prep school for 3-11 year olds

### Admissions Policy

This is a whole school policy and applies to the Early Years Foundation Stage (EYFS) provision and before and after school activities.

This policy can be made available in larger print or more accessible format if required.

#### GENERAL

West Lodge School ('the School') is a co-educational independent day school for pupils from ages 3 to 11.

Deciding on the right school for a child is very important, and the School believes that a personal visit is invaluable. The School encourages and welcomes prospective parents and pupils to visit the School prior to applying for a place. Prospective parents are free to contact the School Office Manager or Bursar on 020 8300 2489 or email on [info@westlodge.org.uk](mailto:info@westlodge.org.uk) to arrange a visit.

#### THE ENTRY PROCEDURE

West Lodge School is a non-selective school at the point of entry, which is usually the Nursery.

The point of entry is in the September after the pupil has reached 3 years of age/Nursery. We admit 22 pupils a year at Nursery.

We may also have occasional places at other ages, where we do feel it is beneficial to assess applicants before offers are made. Parents will also be asked to provide school reports from their child's current school. Please contact the School Secretary or Business Manager for details. We do not admit children out of year group.

#### Conditions for Admission

It is a condition of admission that:

- Any conditions of entry to the School are fulfilled;
- The School receives payment of an Acceptance Deposit as detailed below;
- The applicant is of appropriate age and maturity;

- The School can adequately cater for and meet the needs of any disability and/or special educational needs.

Admission to the School is at the Head's discretion.

## **Admissions Process**

### **Registration**

Applications for registration will be processed in the order in which they are received. The Registration Form must be accompanied by payment of a Registration Fee, which is non-refundable, regardless of whether or not a child is offered a place.

Parents may register an interest in a place at any time, including prior to visiting the School.

A Registration Form is available to download from our website or upon request from the School office.

Registration does not constitute an offer or guarantee of a place.

### **Offer and acceptance of a place**

Once the completed Registration Form and Registration Fee is received, the child will be placed on the waiting list or allocated a provisional place. The School will then consider the child's suitability for the School, in accordance with the conditions for admission. (If the School is unable to reserve a provisional place upon registration, the child will be placed on the waiting list place).

As a School, when offering a place, we endeavour to maintain a gender balance to ensure a broad educational experience.

Where an offer of a place is made, parents may accept the offer by completing the Acceptance Form and sending the Acceptance Form, together with payment of the Acceptance Deposit, to the Bursar. This secures a place for your child. Such deposits, after the deduction of any monies outstanding, will be returned after the child's last term at school, provided that one full terms notice has been given.

### **EQUAL TREATMENT**

Our 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.

The School, therefore, accepts children from all backgrounds and a wide range of academic abilities, at the point of entry. No applicant will be treated less favourably during

the admissions process on the grounds of any of the protected characteristics listed in the Equality Act 2010. The Equality Act 2010 defines these as disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation.

## **SPECIAL NEEDS**

The School welcomes all applicants irrespective of any learning needs and/or disabilities, including those with EHC plans or English as An Additional Language (EAL). However, its facilities (physical and otherwise) for pupils with significant learning needs and disabilities are currently limited. The School will do all that is reasonable to comply with the Equality Act 2010 so that the School may accommodate the needs of disabled applicants for which, with reasonable adjustments, the School can adequately cater.

The School will do all that is reasonable to ensure the admissions process (and any information about the School) is accessible for disabled applicants and will make such reasonable adjustments as necessary.

Parents must inform the School when submitting the Registration Form of any special circumstances relating to their child which may affect their child's ability to fully participate in the education provided by the School. The School may request further information, such as a medical certificate and/or a current Educational Psychologist's report, as well as a possible internal school assessment that the School considers necessary to make a fair assessment. If, after reasonable adjustments have been considered, the School is unable adequately to cater for the needs of those children with disabilities, parents will be informed why an offer of a place will not be made.

Parents are also expected to provide a copy of any Educational Psychologist's report or a medical report to support any request for extra time or other special arrangements should their child be admitted to the School. The School will discuss any such arrangements with parents to ensure the School is able adequately to care for that child's needs should an offer of a place be made.

The School will discuss with parents and their medical advisers (where appropriate) any adjustments that can reasonably be made for the child if he/she becomes a pupil at the School.

## **SIBLING POLICY**

Most siblings join the School. Siblings of children offered a provisional place and existing pupils will take priority on the Waiting Lists for the appropriate year group but admission is not automatic and is subject to the admissions arrangements as set out in this policy.

## **RELIGIOUS BELIEFS**

Although the School has Christian roots, we do not select for entry on the basis of any religious belief.

### **SCHOOL'S CONTRACTUAL TERMS & CONDITIONS**

Copies will be made available to parents upon offer of a place at the School.

### **COMPLAINTS**

The School hopes that parents 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.

**Reviewed Date: November 2022**

**Next Review Date: November 2024**

**Reviewer: Bursar**