



Admissions Policy (Including EYFS) - Whole School

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1. General

Woodbridge School (including Woodbridge School Prep and Woodbridge School Senior) 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. We will base decisions on entry upon all the information available to us including entrance test results, school reports, school references and any interviews or taster sessions where applicable.

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) 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 signing the application form and returning it to the Admissions Team, together with the non-refundable registration fee (currently £100). A child must also be registered with the School before an application for a scholarship or bursary at the Senior School can be considered.

Please refer to the application deadlines which are published on the School's website.

Late applicants for places, and where a year group is full, will be placed on a waiting list but late applications for bursaries or scholarships cannot be accepted.

3. Equal Treatment

Woodbridge School's aim is to encourage applications from prospective students with as diverse a range of backgrounds as possible.

Bursaries are offered in order to make it possible for as many as possible who meet the admission criteria to attend the Senior School. 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 or belief, disability, gender reassignment, sexual orientation or social background.

4. Special and Support Needs

Woodbridge School's aim is not to unlawfully discriminate in any way regarding entry. The School welcomes students with disabilities and/or special educational needs, provided we can 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.

Parents of children with special educational needs or physical or mental disabilities must discuss their child's requirements with the School before the child is assessed (see below) so that we can consider whether adjustments need to be made on the assessment day. Parents should provide with the application form, a copy of an educational psychologist's report or a medical / behavioural / diagnostic report if they have one and any other relevant information or reports. This is so that the School can assess their child's needs and consult with parents about the adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to access the education offered and that we are able to ensure their health and safety, and the health and safety of others.

Where a prospective student is disabled, staff will discuss thoroughly with parents and their medical advisers if appropriate, the adjustments that can reasonably be made for the child if they become a student at the School to ensure that the prospective student is not put at a substantial disadvantage compared to a student who is not disadvantaged because of a disability. Non-disclosure or incomplete disclosure of known specific learning difficulties and/or disabilities can lead to withdrawal of an offer, or in some cases the termination of the Parent Contract.

Parents must also disclose at the point of application, any information about the child which would assist the School in ascertaining the child's learning and pastoral support needs. Even where a child does not have a diagnosed special educational need, physical or mental disability, parents are required to disclose any support the child has received at a previous school, or outside the school setting, to ensure the child will receive all the support they need and their needs can be met. If parents require guidance on this, they should discuss with the Admissions team in the first instance, who can put them in touch with the Learning Support team if necessary. Non-disclosure or incomplete disclosure of known learning and pastoral support needs, can lead to withdrawal of an offer, or in some cases the termination of the Parent Contract.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's disability. For example, if, despite reasonable adjustments, we feel that a prospective student is not going to be able to access the education offered, or that their health and safety or those of other students or staff may be put at risk, we may not be able to offer a place at the School.

5. 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.

The criteria for selection are:

- To meet our entrance level threshold in our assessments and or/examinations; and
- a positive reference from the applicant's present school or nursery (where applicable).

The preconditions for admission are that:

- the School is able to provide adequately for any specific learning difficulties and learning and pastoral support needs (if any) the applicant may have; and
- the School, having made reasonable adjustments, has the capacity to ensure that the applicant is able to access the education offered; and to ensure the health and safety of the applicant as well as other students and staff.

The School will only offer places to students that it is felt will benefit from the education that it can offer. The relationship between the School and parents must be one of mutual trust and respect.

The offer of a place is dependent upon successful completion of all aspects of the assessment

process.

No specific preparation for the entrance tests/assessments is needed; all applicants 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 participation in an age-appropriate Assessment Morning which they will be invited to attend following their visit. A report from the child's current nursery or school is also requested, where applicable and references from the applicant's previous setting will inform the decision of an offer. Registered Reception applicants are invited to attend an Assessment Morning following the nursery visit.

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 including reading, writing and maths is completed. 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. References from the applicant's previous school inform the decision of an offer.

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 work including a CAT4 assessment and a piece of English writing and a Maths exercise is completed. An informal discussion with the Head of Woodbridge School Prep and references from the applicant's previous school inform the decision of an offer. Results of 100+ in CAT4, age-appropriate spelling & reading scores, or 50% in exam results are the expected minimum for entry. Conditional offers may be made in exceptional circumstances to students whose results are below the expected level however; these students may need to be reviewed by the Learning Support team.

Those registered for entry to Woodbridge School Prep will be contacted directly to have Taster Days arranged.

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 confidential 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 (age 16) is conditional upon an applicant achieving a minimum of six grade 6s and two grade 5s at GCSE (including Maths and English) and a minimum of a grade 7 in the subjects proposed for study at A level. Applicants will also be required to have an interview with the Head. A confidential 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.

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.

6. 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.

7. 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 Contract. 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

<https://www.woodbridgeschool.org.uk/admissions/scholarships/>

8. 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 Governors 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 (<https://www.woodbridgeschool.org.uk/admissions/bursaries/>)

9. 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 a visa 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. The School works with Newland Chase Education, who will advise families on the visa application process at no extra cost.

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

10. 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.^[ER 1]

11. 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.

12. School's Contractual Terms and Conditions

To accept a child's place parents will be asked to sign to the School's Parent Contract which incorporates them agreeing to the School Rules. They will be asked to pay a deposit (currently £500 for day students, £1,000 for UK and EU resident boarders and a term's fees for non UK or EU resident boarders); this sum will be held on account and refunded against the child's last fee account with the School. Once a place has been accepted, parents are bound by the Parent Contract and School Rules and become liable for fees due from the term of entry. Copies of the Parent Contract and School Rules are on the School's website and will be made available to parents as part of the admissions process.

13. 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.

14. 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 Pupils File. Data in the Pupil 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

15. 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.