

Policy Title: Westonbirt School Admissions Policy
Responsible: Director of Admissions & Marketing
Last Review: 2025-26

Westonbirt School aims to provide a caring and inspirational learning environment where students feel a sense of belonging and become well-rounded individuals, confident and optimistic in their outlook. The school seeks to support the development of each pupil intellectually, emotionally, morally and spiritually. Pupils are prepared to compete, thrive and contribute as curious, creative and courageous citizens. Our Admissions Policy reflects our ethos and our mission, and we welcome all children who we believe can benefit from the encouraging environment and personalised learning experiences our school is uniquely positioned to offer.

1. Rolling Enrolment

Westonbirt School accepts applications for admissions throughout the school year, subject to availability.

2. Year Group Placement

The school follows the British year placement system, using the age of the applicant on 31 August of each academic year to determine their natural year placement. A detailed outline of the Year Group Placement appears at the end of this policy document. In most cases, applicants will join their chronological age group. In exceptional circumstances, alternative arrangements will be considered on a case-by-case basis.

3. Admissions Criteria & Testing

Westonbirt admits students whose academic and personal needs can be met by the programmes and support services available at the time of admission.

3.1. Nursery & Reception Admissions:

We welcome all pupils in our Nursery School whose needs can be met and supported by the school. An informal assessment will take place by the Head of Prep School or an appropriate member of staff during the family's visit to the school as part of their admissions process. Applications from pupils with mild special development or learning needs will be considered on a case-by-case basis, to determine if the school can provide the environment in which the applicant can develop successfully.

3.2. Prep School Admissions:

All pupils graduating from our Nursery are eligible for a place in our Prep School, unless otherwise recommended by the Head of Prep School. Applicants for Years 1 – 6 will need to submit their school reports for the last academic year and a reference from their current Head of School will additionally be sought prior to arrival. All applicants are expected to attend two consecutive Taster Days for an informal assessment. Their families will be invited to meet the Head of Prep School as part of the admissions process.

3.3. Senior School Admissions:

All pupils graduating from our Prep School are eligible to apply for a place in our Senior School, unless otherwise recommended by the Head of the Prep School or by the Head of the Senior School. All applicants are required to take a CAT4 cognitive ability online test to be considered for admission. All applicants will also be invited to meet Head, or a member of the Senior Leadership Team for an interview as part of the admissions process. An online interview can be arranged for applicants where required or for those who are unable to travel to attend their interview in person. School references will also be sought from a candidate's current school. Please note that we will consider admission for Years 11 and 13 on a case-by-case basis.

3.4. International Student Admissions:

We welcome applications for day and boarding places from international students. All international applicants applying to join our Senior School are required to sit an online CAT4 aptitude test. We will also accept their UKiset test results, which includes assessments of the candidate's academic potential and English language skills. All candidates will also be asked to submit a hand-written letter of application to the school as part of the admissions procedure and send us copies of current school reports, and have an interview with The Head of EAL or Senior member of staff.

3.4 cont...

An online interview with the Head or a member of the Senior Leadership Team will be arranged for each candidate as part of the admission assessment process if it is not possible for them to visit the school for an in-person interview.

Our English as an Additional Language (EAL) department successfully supports international pupils with their English improvement needs. The school can also provide a successful candidate with a CAS to support their visa application to study in the UK.

3.5. Admission of Pupils with Special Needs:

For pupils with physical disabilities and/or special learning support needs, placement decisions are made on both determining if the school campus will be a suitable learning environment for the student given their particular learning challenge(s) and, moreover, if sufficient learning support resources are available to address the student's particular academic needs at the time of admission. Suitable applicants may be asked to attend a Taster Day for an informal assessment.

4. Admissions Process

All applicants must submit the following documents to be considered for admission:

- One copy of their passport or birth certificate;
- Copies of recent school reports (if applicable)
- copies of any specialist reports (SEN, psychologist, therapist, medical) if applicable, and
- a fully completed and signed Application Form.

All applicants must pay the non-refundable Registration Fee to cover the administration and other costs associated with the admissions process. The registration fee must be received before admission interviews and tests can be scheduled and documents reviewed. Registration fees are listed as follows:

- Nursery Applicants: £100
- Prep & Senior Applicants: £120
- International Applicants: £200
- Immersion Programme: £500

As part of the application process Westonbirt School may request information and a reference in respect of your child; and / or information about any other outstanding fees and / or



supplemented charges from your child's present school or any educational setting that they have attended within the last five years.

When the interview and test results, as well as, where applicable, the Taster Day assessment results are available, the Director of Admissions & Marketing will confirm as soon as possible if the applicant is accepted, conditionally accepted or rejected.

The school reserves the right to refuse admission to applicants based on the following considerations:

- There are elements in the applicant's scholastic or behavioural record, or observed on a Taster Day, that could potentially have a negative impact on the school or community;
- The class size is at capacity for the year being applied for;
- Required documentation as per admissions procedure is not provided;
- School cannot meet the individual needs of the applicant.

If the applicant is accepted to the school, the Admissions Office will send their parents or legal guardians a formal Offer of Place and request a deposit payment to secure the place. Once the school receives the deposit due and the applicants' signed Acceptance Form and Parent-School Contract, the pupil will be formally enrolled on the school register at Westonbirt School for entry at the relevant time.

5. Class Capacities and Waiting Lists

The school's maximum class sizes may be subject to change, and currently are as follows:

Nursery: maximum 24 students per class for our Pre-school Nursery class (3-4yrs), 16 Students per class in our Rising 3's and a maximum of 12 students per class for Lower Nursery (2 years +), Reception and Prep School: maximum 20 students per class, in the majority of cases.
Secondary: maximum 20 students per class, in the majority of cases.

Where the Year group is full, the school will maintain a waiting list and notify parents or legal guardians when a suitable place becomes available. Once on the waiting list, where possible the school will prioritise applications from siblings of Westonbirt School current pupils and transfers from other Wishford Schools. Special consideration will also be given to academically gifted applicants and applicants talented in sport, art, music or drama, who can apply for scholarship entry.

6. Fees and Discounts

- As part of the Wishford Schools Group, Westonbirt School is able to offer a loyalty discount of 5% of the tuition fees for those children who have been in Wishford Schools for a minimum of 3 years before transferring to Westonbirt.
- Westonbirt School is able to offer two or more siblings who attend Westonbirt simultaneously a reduction of 5% for the second and subsequent siblings after any reduction for Scholarship, Bursary or any other provision.
- Children of serving members of HM Forces are eligible for a reduction in fees of up to 10%, subject to parents' circumstances. Both Sibling and Forces Discounts are not applicable to children attending Westonbirt Nursery.
- A full breakdown of fees and discounts can be found in the latest Fee Schedule on the Westonbirt School website.

7. Issues and Complaints

Any complaint or concern related to the school's Admissions Policy and its implementation, including any admissions decisions, should be submitted to Director of Admissions & Marketing: admissions@westonbirtschool.uk. Every request will be reviewed and responded to within 2 working days.

If the Director of Admissions & Marketing has not resolved the concern to the full satisfaction of the applicant, the complaint should be escalated to the Head: head@westonbirtschool.uk. It will be reviewed and responded to within 5 working days.

Appendix A: Year Group Placement

Age on 31 August	Key Stage (UK)	Westonbirt Year	Westonbirt Stage
24 months+	Early Years (EYFS)	Lower Nursery	Nursery
36 months+		Upper Nursery	
4 years+		Reception	Pre-Prep School
5 years+	Key Stage 1	Year 1	
6 years+		Year 2	
7 years+	Key Stage 2	Year 3	Lower Prep School
8 years+		Year 4	
9 years+		Year 5	Upper Prep School
10 years+		Year 6	
11 years+	Key Stage 3	Year 7	Senior School
12 years+		Year 8	
13 years+		Year 9	
14 years+	Key Stage 4	Year 10 (GCSEs)	
15 years+		Year 11 (GCSEs)	
16 years+	Key Stage 5 (Sixth Form)	Year 12 (A Levels)	
17 years+		Year 13 (A Levels)	