



Policy Title: Westonbirt School Admissions Policy
Responsible: Director of Admissions
Last Review: September 2026

Westonbirt School Admissions policy

This policy applies to the entire school, including the Early Years, Prep School, Senior School & Boarding.

It is reviewed annually (at least)

Last Reviewed	Reviewed by Name (Role)	Approved by Name (Role)	Significant changes
03/09/2026	Lauren Harmon (Director of Admissions)	Dina Porovic (Head)	New policy template, completed at school level.

'Westonbirt School' refers to Westonbirt Senior School and Westonbirt Prep School (including Pre-Prep and Nursery).

1. Introduction:

Westonbirt School is co-educational HMC independent day and boarding school educating pupils from the age of 2 to 18.

Westonbirt School is committed to providing a caring and inspirational learning environment in which every pupil feels a genuine sense of belonging and is encouraged to develop into a confident, compassionate and well-rounded individual. Westonbirt School supports each pupil's intellectual, emotional, moral and spiritual development, preparing them to thrive as curious, creative and courageous members of society.

Choosing the right school for your child is an important decision, and we believe that visiting the School in person can be invaluable in helping families make the right choice. We warmly encourage you and your child to visit Westonbirt as part of your decision-making process. Throughout the year, we usually host a number of open events, offering prospective families an opportunity to learn more about the School and experience our community. Details of these events are available on our website. We are also delighted to welcome prospective parents and their children for individual visits at other times throughout the year. To arrange a visit, please contact our friendly Admissions Team on admissions@westonbirtschool.uk or 01666 880333.

2. Equal opportunities:

Westonbirt School is committed to creating a welcoming, inclusive and respectful community where every individual is valued. We welcome applications from children and families of all backgrounds and are committed to ensuring that every applicant is treated fairly and with

dignity throughout the admissions process, regardless of age, disability, race, ethnicity, religion or belief, sex, gender reassignment, sexual orientation, pregnancy or maternity, or any other protected characteristic under the Equality Act 2010.

We believe that a diverse school community enriches the educational experience for everyone. Bringing together pupils with different perspectives, experiences and backgrounds helps to foster curiosity, empathy, mutual respect and a strong sense of belonging, preparing young people to thrive in an increasingly diverse world.

Special Educational Needs and Disabilities (SEND)

Westonbirt School welcomes applications from pupils with special educational needs and disabilities. We recognise that every child has unique strengths and individual needs, and we carefully consider each application to determine whether we can provide an educational environment in which the pupil will flourish.

The School's decision to offer a place will depend on whether we are satisfied that we can meet the prospective pupil's educational, pastoral and, where appropriate, medical needs, while ensuring they can access the curriculum and participate fully in school life. Where reasonable adjustments are required as part of the admissions process or following admission, these will be considered in accordance with our obligations under the Equality Act 2010.

Parents and guardians are encouraged to share information about any identified or suspected special educational needs, disabilities or medical conditions as early as possible in the admissions process. This may include copies of professional assessments, educational psychologist reports, Education, Health and Care (EHC) Plans, medical information or other relevant documentation.

Early and open communication enables us to understand each child's needs fully, consider any reasonable adjustments, and work collaboratively with families to determine whether Westonbirt School is the right environment for the child to succeed and feel supported. Throughout the admissions process, we maintain an open dialogue with families and, where appropriate and with parental consent, may seek additional information from professionals involved in supporting the child.

The School relies on parents and guardians providing complete and accurate information about a prospective pupil's educational, medical, behavioural and pastoral needs throughout the admissions process. Where relevant information, including a diagnosis or professional assessment, is withheld or not disclosed before an offer of a place is made, and the School subsequently determines that it would not have been able to meet the pupil's needs appropriately or make the necessary reasonable adjustments, Westonbirt School reserves the right to withdraw the offer of a place or, where appropriate, review the pupil's continued enrolment in accordance with the School's terms and conditions.

Faith and Belief

Westonbirt School has a long-standing tradition of welcoming pupils from a wide range of faiths, beliefs and cultural backgrounds. While the School values its heritage and encourages an understanding of different faiths and worldviews, admission is not determined by a child's religion or belief. We celebrate the diversity of our community and encourage all pupils to develop respect, understanding and appreciation for others.

3. Registration:

Westonbirt School accepts applications for admissions throughout the school year, subject to availability. Parents can register their child at any time for entry by completing the Online Registration Form available on our website and paying a non-refundable registration fee. The registration fee amount due is as per the fee schedule in place at the time of registration. Registering does not guarantee or constitute an offer of a place at Westonbirt School. We encourage families to engage with the Admissions Department prior to registering their child.

4. Admissions Criteria and Testing:

4.1. Nursery Admissions:

We welcome all pupils in our Nursery whose needs can be met and supported by the school. An informal assessment will take place by the Assistant Head (Early Years) or Nursery Manager either as a visit to the child's current setting or during the family's visit to the school. A record of the child's Early Years Transfer Information will be sought from the current setting (if applicable). 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.

4.2. 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. For applicants into Reception, Early Years Transfer Information will be sought from the previous setting, and a member of the Reception Team will usually visit the child in their current setting. Applicants for Years 1 – 6 will need to submit school reports for the last academic year and references will be sought from the current school for all applicants in Reception to Year 6. 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. For applicants looking to join the Prep School in Years 5 and 6, the child will be required to sit a CAT 4 cognitive ability test and will be invited to meet with the Head of Senior School as part of the admissions process.

4.3. 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 the Head, or a member of the Senior Leadership Team for an interview and attend a taster day as part of the admissions process. 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 their two most recent school reports. School references will also be sought from the applicant's current school. An online interview can be arranged for applicants where required or for those who are unable to travel to attend their interview in person.

4.4. Sixth Form Admissions

All applicants seeking entry to Westonbirt Sixth Form will be required to pass at least five GCSE/iGCSE subjects (Grades 5-9) (or equivalent qualifications from the student's own country). Please note that a grade 6 should be achieved at GCSE/IGCSE in the chosen A-Level subject. A grade 8 in GCSE Mathematics is required to take Further Mathematics at A-Level. A satisfactory school report and pupil reference will be sought from the current school.

Applicants will have an interview with the Head of Sixth Form or other member of the Senior Leadership Team as appropriate.

4.5. International Student Admissions:

We welcome applications for day and boarding places from international students.

Westonbirt is licensed by the United Kingdom Visa and Immigration organisation to sponsor pupils who require visas to study in the United Kingdom. Westonbirt School employs the services of Holmes & Partners to support its International Pupils' Visa applications and renewals. The School, in liaison with its visa lawyers (Holmes and Partners), will issue a Confirmation of Acceptance for Studies (CAS) reference number to each pupil requiring a visa if he or she has been offered and has accepted a place to study at Westonbirt. Westonbirt will at all times comply with the rules and procedures of the United Kingdom Visa and Immigration organisation.

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 using the Password English test scheme. 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. All applicants will have an online interview with the Head or a member of the Senior Leadership Team.

4.6. Admission of Pupils with Special Educational Needs, Disabilities and Medical Conditions

We welcome applications from children with special educational needs and disabilities (SEND), including those with physical, medical or mental health conditions. We are committed to considering each applicant as an individual and, wherever reasonably practicable, making reasonable adjustments to enable them to participate fully in our admissions process and, if offered a place, in school life.

To help us understand how best to support your child, we ask parents to discuss any special educational needs, disability or medical condition with the school before their child moves through the admissions process. Early discussion enables us to consider any reasonable adjustments that may be required and helps ensure that your child has every opportunity to thrive and fulfil their potential. Parents are asked to provide, with the Registration Form, copies of any relevant professional reports or assessments, such as an Educational Psychologist's report, medical report or other specialist advice, where available. This information allows the School to assess your child's needs, discuss appropriate support with you, and consider the reasonable adjustments that may be required throughout the admissions process and, where applicable, on entry to the School. Where additional adjustments or support are required to meet a child's individual needs, there may be associated costs. We will discuss any such requirements with parents/carers in advance, including how the costs may be met. Where appropriate, costs may be covered through an EHCP or other available funding arrangements, while in some circumstances parents/carers may be asked to contribute towards or meet additional costs. No additional costs will be incurred without prior discussion and agreement with parents/carers.

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. In the majority of cases, the School is able to make appropriate arrangements to support pupils with additional needs. However, there may be exceptional circumstances in which, after careful consideration and despite reasonable adjustments, the School concludes that it would be unable to meet a prospective pupil's needs appropriately or safely, or that doing so would present an unacceptable risk to the health, safety or wellbeing of the child, other pupils or members of staff, or would have a significant and detrimental impact on the educational experience or wellbeing of other pupils. In such circumstances, the School reserves the right not to offer a place.

5. Admissions Process

Westonbirt School operates entrance procedures in accordance with HMC guidelines.

Our UK admissions process includes the following elements.

- Registration which includes enquiry, visit and filling in our registration form and payment of a non-refundable registration fee. The registration form must be accompanied by a copy of a birth certificate and passport.
- School reports (from current school).
- A letter of introduction to the Head (Senior School only)
- Interview or meeting with the Head or other senior member of staff
- Pupil reference form from the child's current school which should make reference to academic ability, attitude and behaviour, involvement in the school community, talents and interests and any other special circumstances that should be made known.
- A CAT4 entry assessment or similar will be required for admission to the Senior School. From Year 1 to Year 6, pupils will be informally assessed in core subjects (English and Maths) during a taster day, but additional tests may be requested at the discretion of the Head of the Prep School. All applicants looking to join the Prep School in Years 5 and 6 will be invited to meet with the Head of Senior School as part of the admissions process.
- A taster day at the Senior School (not applicable for sixth form). For admission to the Prep School, two consecutive days are compulsory, unless otherwise agreed by the Prep School Head. If a child has identified special educational needs or may require learning support whilst at school then an appointment will also be made with a member of the Learning Support department as part of the admissions process.
- Offer decision (Head's decision is final).

Our International admissions process includes the following elements.

- Registration which includes enquiry, visit (if applicable) and filling in our registration form; a non-refundable registration fee for overseas pupils will need to accompany the completed form along with both a copy of a passport and birth certificate

- School reports (from current school).
- A letter of introduction to the Head (Senior School only)
- Interview or meeting with the Head or other senior member of staff
- Pupil reference form from the child's current school which should make reference to academic ability, attitude and behaviour, involvement in the school community, talents and interests and any other special circumstances that should be made known.
- A CAT4 entry assessment or similar will be required for admission to the Senior School.
- Pupils must have a good level of written and spoken English to cope with the academic and social demands of school life at Westonbirt. Applicants will be required to take an online English language 'Password Test'.
- Offer decision (Head's decision is final).
- Parent contract, deposit and registration fee along with medical forms to be returned. Guardian forms to be completed for all International pupils from outside mainland UK. Details regarding parents and bill payers to enable confirmation of source of income to meet financial due diligence requirements as required by UK law.
- Confirmation of Acceptance of Studies produced for all International pupils to obtain a Visa to study at Westonbirt following receipt of all correct supporting documentation

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 has determined that it cannot meet the individual needs of the applicant.

If the applicant is accepted to the school, the Admissions Team 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.

6. Year Group Placement

The school follows the British year placement system, using the age of the applicant on 1 September of each academic year to determine their natural year placement. In most cases, applicants will join their chronological age group. In exceptional circumstances, alternative arrangements will be considered on a case-by-case basis.

7. Waiting Lists

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, children of Westonbirt School staff and transfers from other Wishford Schools. The School may also take into consideration the wider family circumstances of an applicant when determining their place on the waiting list, including whether the family has more than once child seeking admission, even where there are no current siblings at the School. 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. The School reserves the right to exercise discretion when determining the order in which places are offered.

8. 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 the first child in each family who have been in Wishford Schools for a minimum of 3 years before transferring to Westonbirt.
- Westonbirt School can 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.
No discounts are 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.

9. Bursaries and Scholarships

Westonbirt School aims to reach out to the wider community irrespective of social and/or economic circumstances and accordingly provides bursary assistance depending on individual and family needs and circumstances. Bursaries are primarily awarded for pupils in Year 7 and above with prep school awards considered only in exceptional circumstances. Bursary funds are limited and there are always more requests for support than the funds can allow. To apply, families must complete a bursary application form which can be requested from the Admissions Team. The information submitted on the application form will be treated in strict confidence and will be reviewed by the Head and Finance Director. Bursaries are awarded on the understanding that parents will respect this confidence. Bursaries will be reviewed on an annual basis by the Finance Director. Pupils must be registered before any bursary application is made.

To attract and reward pupils of a high academic, musical, artistic, sporting, dramatic or all-round ability and potential, the School offers a number of scholarships each year. Scholarships are awarded in Years 7-11 and for entry into the Sixth Form. Scholarships, bursaries and their associated fee discounts are non-stackable. Where an applicant is eligible for more than one scholarship, the highest value award will be applied. Any additional scholarship (s) will be recognised in name only and will not provide any additional discount. For more details about scholarships and bursaries, please refer to [Scholarships & Bursaries - Westonbirt School](#).

10. 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 admissions@westonbirtschool.uk. Every request will be reviewed and responded to within 2 working days. If the Director of Admissions 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.