

ADMISSIONS POLICY

This policy covers staff working at Westwood Kindergarten, Westwood Prep, Westwood High and Westwood Sixth Form.

RATIONALE

This policy sets out the admissions arrangements of the School. It seeks to inform parents/carers of the admissions process.

Application Form

Prospective pupils must complete an application form and submit supporting documentation before being selected for the next stage of the enrolment process. Hard copies of forms are available from the school and electronic copies can be requested by supplying us with an email address. Application form will only be given once parents have attended an open day (Only for Secondary).

Testing

Your child will sit a number of tests that will give us a better understanding of her reading, spelling and maths age. They will also sit various cognitive ability tests (Secondary).

Interviews

The school will interview your child and both parents/carers. This will help us to understand you and your child better. It will also give us the chance to reassure you and your child on a one to one basis.

Documentation

Parents and students must agree to abide by all of the School's terms and conditions. Prospective students must provide the following:

- National Curriculum KS2 Attainments
- Latest School report

Selection

In selecting pupils for admission, the School report and references and both parent's/carer's and student's willingness to cooperate with the School will be taken into account. Offers of places are made on the basis of a candidate's and parent's performance in the interview and merits of the supporting documentation.

We do however, give priority to the siblings and the children of staff.

Evaluation

This policy will be reviewed annually by Governors and the SLT.

Date approved by Board of Governors	Date of implementation	Date of next review
Sep 2023	Sep 2023	Sep 2024