

Woodhill Schools



Admissions Policy

An informal, inclusive and friendly admissions procedure.

Admissions Policy

Philosophy of the school

Woodhill School is an inclusive school that welcomes boys and girls from all backgrounds, abilities, faiths and ethnic groups. The school is non-denominational.

We are aware that choosing the right school for your child is one of the most important decisions you make.

Our admissions procedure is informal and friendly and seeks to ensure that parents receive full and frank information about the school and that there is a match between the school and the child.

The school is non-selective; we welcome pupils from a wide range of academic abilities and our admissions process aims to ensure that we can appropriately meet the needs of each individual child.

At registration, parents will be required to disclose all information relating to disabilities, medical or health conditions, allergies, and learning or behavioural difficulties relevant to their child. Prospective parents will also be required to provide the School with a copy of their child's birth certificate as well as details of any Special Needs and/or psychological reports relevant to their child.

The school does not specialise in catering for children with special educational needs but may be able to support their learning in some cases. Parents should read the schools' policy on SEN.

If a child is subject to a Court Order, a copy of that order must be provided.

Any offer of a place at Woodhill School is made contingent upon the School having received all relevant information relating to the prospective pupil and all financial obligations to current or previous schools having been met by his or her parents or legal guardians. In all cases, the Headteacher's decision on admissions is final.

The school is non-selective; we welcome pupils from a wide range of academic abilities and aim to respond to the needs of each individual child.

The school does not discriminate against children with disabilities but parents should be aware that the school is housed in period buildings on two floors.

Early Years

The school operates a thriving and highly effective early years department. Pupils are accepted into our nursery from the age of two years. Class sizes are kept small, working with our appropriately qualified staff at a ratio of 1:8.

Pupils are welcomed into our Reception usually from the term after their fourth birthday.

Nursery hours are flexible to ensure that we accommodate a broad range of families' needs. We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.

Applications for admission are informal and friendly.

- **Parents are encouraged to make an appointment to view the calm, happy atmosphere our early years department.**
- **Free trial sessions are available to help your child settle in.**
- **Places are reserved by filling in and submitting our admissions form and are allocated on a first-received first-served basis.**

We usually expect pupils to progress from our early years departments into the junior school but this is not a requirement.

Main School

Applications for admission further up the school are welcomed if there are places available.

Parents are encouraged to view our school and to meet the Head.

Trial days are available to help ensure your child will be happy at Woodhill School.

Class sizes are usually limited to a maximum of 15 pupils. In the event of a year group being full, a child's name can be placed on a waiting list.

Special Educational Needs

Woodhill School will consider applications for any child who meets the School's admission criteria so long as the School is able to meet that child's needs through reasonable adjustment.

Parents of children with Special Educational Needs or disabilities should discuss their child's requirements with the School in advance of the child spending a trial day or session at the School to determine whether or not adequate provision will be available.

Parents should provide a copy of an Educational Psychologist's report or a medical report as appropriate.

If parents accept a place for their child, support in class may be offered by the School. Such support may involve costs additional to the published school fees. We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he or she becomes a pupil at the School.

Please note that Woodhill School is not able to offer highly specialised facilities or intensive programmes for children with Special Educational Needs.

General

Places are offered subject to acceptance of our Terms and Conditions of Admission.

Admission Procedure:

- 1) Ask for a prospectus
- 2) Arrange to visit us to meet the head of school and look around
- 3) Arrange for your child to spend a day (or morning) with us.
- 4) Once you are happy that Woodhill School is the right school for your child, fill in the entrance form, agree to the Terms and Conditions and return the form to the school office together with the registration fee of £50.
- 5) If a place is available at the time of receipt you will receive a letter offering you a place.
- 6) You will be asked to pay a deposit refundable off your first term's fees.