WINDERMERE SCHOOL
FOUNDED 1863

Admissions Policy

This Policy is applicable to all pupils,
including those in the Early Years Foundation Stage

Windermere School: Admissions

Next Review Date: September 2026

Reviewed by: SLT

Review Period: 12 months

Staff Responsibility: Head

INTRODUCTION

Windermere School is a co-educational independent school for pupils from ages 3 to 20. We welcome pupils of all faiths, cultures, races and family backgrounds.

Windermere School has strong traditions in Water Sports, Outdoor Education, the Arts and Community Service. We provide many extra-curricular activities, which help to develop well-balanced, well-rounded and confident pupils with genuine interest in their own academic education including that beyond the confines of the classroom.

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 Windermere School and you are welcome to visit the school on any day, during term time.

Details of up-and-coming events at Windermere School are published on our website. www.windermereschool.co.uk.

If you wish to make an appointment to come and see the school, please contact our Admissions Department: admissions@windermereschool.co.uk or telephone 015394 46164.

COMPULSORY SCHOOLING

Every parent has a duty to provide an education for their child during the period of compulsory school age (section 7 of the 1995 Education Act). Your child is of compulsory school age on the 1st January, 1st April or 1st September following their 5th birthday. A child ceases to be of compulsory school age on the last Friday of June during the year that s/he becomes 16, provided that the child's birthday is before the beginning of the next school year.

CRITERIA FOR ENTRY

Interested families should note that, in addition to the protocol followed for each section of the school stated below, we will politely ask that fees (if applicable) at your child's present school are paid up to date.

ENTRY TO THE EARLY YEARS FOUNDATION STAGE (EYFS)

Entry into the Early Years Department is from the age of 3. Pupils are not assessed for entry, however, we do encourage visits to the setting by families, where the individual needs of their child can be discussed.

Pre School

Our Pre School is a full-time sessional provision, where children may attend for up to 5 full days a week. Admission to our Pre School is non-selective and pupils may attend following their third birthday. Visit days will be arranged during this period for children who have attended

a different setting. Each child is allocated a key worker on their first visit and acts as the first contact for parents and is responsible for the individual learning pathway of that child including developmental records and the sharing of relevant information.

Parents of pupils who are born between 1 April and 31 August and are due to progress into the Reception class, have the right to request deferral for one academic year. Requests for deferral will be authorised following a discussion and considerations with the Head of Prep School and the Head of Early Years. On acceptance of a deferred place, parents will be required to register their child in the usual way for entry in Reception and the Acceptance Deposit of £450 is to be paid. It is an expectation that deferred places are subsequently taken with Windermere School. A note will be kept on each deferred place file. If the Reception place is not taken and the pupil leaves Windermere School at the end of their Pre School education, the deposit is non-refundable. If the deferred place is taken, the deposit will be carried forward and honoured in accordance with Windermere School's terms and conditions. Priority for Reception places will go to pupils of the age-appropriate cohort. A Reception place cannot be guaranteed for a deferred place pupil.

ENTRY TO RECEPTION TO YEAR 6

Pupils and their families are invited to visit the Prep School and a Taster Day for the child will be arranged, where they can spend time with their peers, in their cohort of entry. Pupils are observed by the class teacher and each family is invited to meet the Head of Prep School for an informal discussion regarding their child's individual needs.

Where students have identified needs (such as diagnosed dyslexia, dyspraxia, highly able) these will be discussed in full before admission. The school will also request copies of any Educational Psychologist reports or previous school reports if obtained (see SEND below).

Pupils may join the school at any stage in their education but typical points of entry are at 4+ years of age into our Reception class and at age 7+ into Year 3. We do not conduct assessments for these applications, but seek to work with families on an individual basis. We are happy to receive applications continually throughout the year.

ENTRY TO YEAR 7 AND ABOVE

Windermere School is academically non-selective. Prospective students are selected on the basis of their likely contribution to the community and whether they are likely to make the most of the opportunities on offer. Applicants to the Senior School may be asked to take assessment papers, so any necessary adjustments can be made and they can be properly advised regarding curricular choices. All applicants have an interview with the Head or the Deputy Head and references from the candidate's previous school are required. Students who have particular needs, such as because English is not their first language, or who require additional support may have additional interviews. Where reports have been commissioned from outside agencies, such as independent Educational Psychologists, copies will be required before any interviews are conducted. This process is designed to offer all pupils the opportunity to benefit from our balanced education and to make a positive contribution towards the life of the school (see SEND below).

Pupils may join the school at any stage in their education but typical points of entry are at 11+ years of age into Year 7; 13+ years of age into Year 9; 15+ for Year 11, or One-Year GCSE and 16+ for Year 12.

ENTRY TO SIXTH FORM

As an international school, we understand that there are many pathways that allow progression to an IB programme. To ensure a smooth transition the school will work individually with pupils to ensure their GCSE/BTEC or equivalent qualifications are sufficient to allow for success in the Sixth Form.

IB subject guides stipulate any prior learning required before starting a course. This will therefore be considered, alongside assessment details and course expectations when suggesting whether pupils follow the Diploma Programme, Career-related Programme or Diploma Courses. The IB coordinator will inform potential pupils and parents or guardians about the programmes offered at Sixth Form so that together they can make appropriate choices about options and the programme to select.

The process for pupil admission onto an IB programme will include a pupil interview with the Head or his deputy and an interview with the IB Coordinator. If the candidate is external, references from the previous school are required. If the candidate is internal, the IB coordinator will evaluate previous teacher recommendations. Pupils who have particular needs, such as English as an additional language, or who require additional support, may have further interviews or testing. For more details, please view the Language policy and Inclusion policy on our website: https://www.windermereschool.co.uk/school-policies/

BOARDING AT WINDERMERE SCHOOL

We accept boarders from the age of 8+ (Year 3). Our boarding community is a happy and thriving one, with pupils housed in well-appointed and comfortable accommodation. There are two boarding Houses, which all cater for the differing needs of their specific age range or gender. The co-ed Boarding House (Langdale) and the Sixth Form Boarding House (Westmorland) are all within the school grounds and within close proximity of all school facilities. For more information on boarding including all boarding policies and procedures, please go to our website or contact our Admissions Department: www.windermereschool.co.uk / admissions@windermereschool.co.uk.

SIBLING POLICY

Many siblings join us at Windermere School. Admission, however, is not automatic, and there may be occasions where a sibling may benefit from a different academic environment to that which we offer.

A sibling discount is available on fees for a third child and subsequent children attending Windermere School and is claimable for as long as all children remain at the School.

EQUALITY

Our aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Windermere School is committed to equal treatment for all, regardless of race, ethnicity, religion, sexual orientation or social background. Bursaries are offered in order to make it possible for as many candidates who meet the entry criteria to attend the School.

SPECIAL EDUCATIONAL NEEDS

We do not discriminate in any way regarding entry. We welcome candidates with special educational needs who meet the entry criteria, providing that our Learning Support Department can offer the support required. We will discuss thoroughly with parents and other appropriate outside agencies, the adjustments that can reasonably be made for the child if s/he becomes a pupil at the school.

We welcome candidates with physical disabilities, but all applicants should be aware that the Senior School is on a steep hillside and access to some classrooms involves some rough slopes and a number of steps. We are happy to discuss requirements with parents and candidates, but strongly advise parents of children with special educational needs or physical disabilities to visit the school and discuss these with us before beginning the entry procedure.

It is in the best interests of your child to supply the school with as much information as possible that is known to you and it is a condition of admission that you should do so. This may include a copy of an Educational Psychologist's report or a medical report, which would support individual requirements such as extra time in examinations or other special arrangements.

SCHOLARSHIPS

Windermere School offers a number of scholarships for excellence in:

- Academic subjects
- Music
- Creative Arts
- Sport
- Adventure / Sailing
- Round Square

PURPOSE OF SCHOLARSHIPS

Scholarships are designed to reward excellence and to recognise exceptional talent. Parents are asked to indicate on the Enquiry Form whether they wish to apply for a scholarship and details of the arrangements will be sent separately to all who express an interest.

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, described below, when they register their child.

For more information and specific details about the above-mentioned Scholarships, please contact our Admissions Department admissions@windermereschool.co.uk.

BURSARIES

Our bursary programme is generous. We offer bursaries annually to candidates at the typical points of entry, where the parents have indicated on the Enquiry Form that they require financial support. Bursaries are means assessed and details are available on request from the Bursar. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need; but can extend to 65% remission in exceptional circumstances and in cases of proven need. Before the offer of a Bursary is confirmed, a member of staff may visit the family at their home.

Bursaries are always offered for 24 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the school. Levels of support may vary with fluctuations in income.

The school's practice is to allocate its entire available bursary funding on entry. The school's expectation is that parents, who do not choose to apply for a bursary at the time that their child

is being assessed, will not require financial support throughout the time that their child attends the School, except in wholly unforeseen circumstances.

OVERSEAS APPLICANTS

We welcome applications for entry throughout the school from overseas pupils. These candidates could be eligible to study at Windermere School as boarders.

FLUENCY IN ENGLISH

In order to cope with the academic and social demands of Windermere School, pupils must be competent English speakers. Tuition in English as an Additional Language (EAL) is offered and we also run English Language Summer School for pupils aged 9 - 17 years.

RELIGIOUS BELIEFS

Windermere School has Christian roots. However, we do not select for entry on the basis of religious belief. We accept pupils of any religious persuasion, but parents should be aware that all pupils are expected to attend whole school Christian events, such as Remembrance and Christmas Carol Services.

WINDERMERE SCHOOL'S CONTRACTUAL TERMS AND CONDITIONS

Copies are on the School's website and can be made available to parents in the admissions documents.

CHILD PROTECTION FILE

Where children leave the school, we ensure their child protection file is copied in a secure form for any new school as soon as possible, but sent across separately from their main school file. The DSL will communicate with the relevant safeguarding personnel at the new school.

Should the child be moving to another country, the DSL will endeavour to communicate any child protection issues with the relevant persons.

In addition to the file, the DSL will consider whether it would be appropriate to share any other information with the new school in advance of a child leaving. For example, information which would allow the new school to continue supporting victims of abuse and ensure that they have the support in place when the child arrives at the new setting.

COMPLAINTS

We hope that you and your child do not have any complaints regarding admission to Windermere School. However, if you do have something you wish to raise, the school's Complaints Procedure is made available on the school's website or alternatively can be sent on request.