



## **ADMISSIONS POLICY**

Westfield offers a stimulating and intellectually challenging education of the highest standard, which aims to maximise the potential of each child. Westfield welcomes applications for places from girls of many different backgrounds. We are not a highly selective school but all applicants are assessed and we reserve the right to decline to offer a place to any girl who we feel would not be able to benefit from the education we offer.

Parents are asked at the time of application whether their daughters have any special requirements or needs for the assessment and examination days and we will do our best to make reasonable adjustments to meet those needs during the admissions process and beyond.

### **Admissions to the Early Years Department**

Children aged from 3 years old are eligible for registration and acceptance of a place in our Early Years Department. Children would be offered a placing following their attendance at a Taster Session to ensure they would be happy at Westfield and that the school could adequately meet their learning needs.

### **Admissions to Key Stage 1 (Transition and Lower One)**

Children wishing to gain entry to Transition (Year 1) and Lower One (Year 2) would be offered a place following their attendance at a Taster Day to ensure they would be happy at Westfield and that the school could adequately meet their learning needs. The offer of a place would be subject to a satisfactory report from the child's previous school.

### **Admissions to Key Stage 2 (Upper One (Year 3) to Lower Three (Year 6)) and Key Stage 3 (Upper Three (Year 7) to Upper Four (Year 9))**

A place is only offered in Junior House and Senior House upon the pupil's satisfactory performance in the school's formal and informal assessment procedures, including an interview, and upon receipt of a satisfactory report from the pupil's previous school. However, care is taken to look beyond the test results to the potential of a pupil.

Girls joining Year 7 are asked to sit an Entrance Examination and attend an interview in the Spring Term prior to entrance in the Autumn Term.

### **Admission to Key Stage 4 (Lower Five (Year 10) and Upper Five (Year 11))**

The offer of a place at Key Stage 4 would be dependent upon the pupil's results in entrance tests and their predicted GCSE grades, together with a satisfactory report from their current school.

### **Admission to the Sixth Form**

Applicants will normally be required to have gained 5 GCSE passes at grades A\* to C (or 9-4), with a minimum of grade B (6) in the subjects studied at A level. We will, however, assess students individually and exceptions to this minimum requirement are made. In addition, a report from the applicant's previous school should indicate that the applicant is academically suited to A level study.

### **Exceptions**

If a prospective pupil has outstanding ability and is socially mature enough to cope, they may be considered for admission or transfer to the next year group. This will only happen in the most exceptional of circumstances. We much prefer to keep pupils within their correct year group and provide the necessary challenge through differentiation.

**Transfer Arrangements**

Transfer from Lower Three in Junior House (Year 6) to Upper Three in Senior House (Year 7) is generally automatic, with girls taking the 11+ examination in the Spring Term, along with external candidates.

Transfer at other key points is generally automatic unless the pupil has demonstrated that they would not be able to benefit from a Westfield education in which case discussions with parents would happen at least one term before the transfer point.

**Registration Fee**

In all case the registration fee is non-refundable and must be paid before a formal offer of a place can be made.

**Admission**

Upon acceptance of a place an Acceptance Fee must be paid. This will be held on deposit and will be deducted from the student's final term's fees at Westfield (less any outstanding amounts due).

**UK Tier 4 (Child) Student Visas**

Westfield is registered with the UK Border Agency to accept a limited number of students on Tier 4 (Child) Student Visas.