



ADMISSIONS POLICY

This policy applies to the whole school including the Early Years Foundation Stage.

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 pupils 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 pupil who we feel would not be able to benefit from the education we offer.

Parents are asked at the time of application whether their child has 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 Early Years

Children aged from 3 years old are eligible for registration and acceptance of a place in our Nursery. 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 BrightStart (Reception, Year 1 and Year 2)

Children wishing to gain entry to BrightStart 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 (if any).

Admissions to Prep (Year 3 to Year 6) and Key Stage 3 (Upper 3 (Year 7) to Upper 4 (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 any test results to the potential of a pupil. A Taster day* is usually part of the assessment process.

Girls joining Year 7, Year 8 or Year 9 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 5 (Year 10) and Upper 5 (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 9-4, with a minimum of grade 6 in the subjects to be studied at A level. We will, however, assess students individually and exceptions to this minimum requirement may be 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. Similarly, in particular circumstances, it may be better for a pupil to repeat a year and their individual needs and social skills will be assessed and discussed. We much prefer to keep pupils within their correct year group and provide the necessary challenge through adaptive teaching.

Transfer Arrangements

Transfer from Year 6 in Prep to Upper 3 in Senior House (Year 7) is generally automatic, with girls taking the 11+ examination in the Spring Term, along with external candidates. We will work with parents and any local school to enable boys to make a successful transition from our Junior House to the Senior school of their choice.

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 cases 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 Child Student Sponsorship Visa

Westfield is registered with the UK Border Agency to accept a limited number of students on Child Student Sponsorship Visas. From 5 October 2020, all prospective international students, including those from Europe coming to study in the UK after the end of the transition period, will need to apply through the student route before coming to UK.

- * If, for circumstances beyond the school's control, it is not possible for the prospective student to have a taster day, a provisional offer of a place may be made with no notice period on either side and the provisional nature being limited to a maximum of one term duration.

Admission Register

The admission register contains for each pupil:

- 1) Name in full.
- 2) Names and addresses of each person known to the School to be a parent of the pupil and an indication of the parent(s) with whom the pupil normally resides and which parent(s) hold parental responsibility, as defined by Section 3 Children's Act 1989.
Where a parent notifies the School that the pupil will normally reside at a specified other address in the future, whether in addition to or instead of the address at which the pupil currently normally resides, the admission register will show:
 - I. the full name of the parent with whom the pupil will normally reside.
 - II. the specified other address.
 - III. the date from which it is expected the child will normally reside there.
- 3) At least one and preferably two telephone numbers at which the parent can be contacted in an emergency (or a second emergency contact who is local and available to respond in an emergency).
- 4) Day, month and year of birth.
- 5) Day, month and year of admission or re-admission to the School.

- 6) Name and address of the school last attended, if any.
- 7) The name of the pupil must be included in the register from the beginning of the first day in which the school has agreed or has been notified that the pupil will attend the school. For most pupils, the expected first day of attendance is the first day of the school year.
- 8) Where a parent of a pupil notifies the School that the pupil is registered at another school or will be attending a specified other school in the future, the name of that other school and the first date on which the pupil attended or is due to attend that school.

Maintenance of admissions register

- 9) Before deleting a pupil's name from the admission register on the grounds that they have not returned from authorised leave of 10 school days or more or, after 20 school days unauthorised absence, both the School and the local authority must have jointly made reasonable enquiries as to the pupil's whereabouts and failed.
- 10) The School must notify their own local authority and also the local authority where the child is resident when a pupil's name is going to be deleted or added to the admission register at non-standard transitions, i.e. where a compulsory school-aged child leaves a school before completing the school's final year or joins a school after the beginning of the school's first year (see appendix).

Appendix

Local Authority contacts for reporting pupil change of school

Local Authority	Contact e-mail
Northumberland	schooladmissions@northumberland.gov.uk
Newcastle	accessandinclusion@newcastle.gov.uk or via https://www.servicetoschools.org.uk/Page/3672
South Tyneside	CYPSPReferrals@southtyneside.gov.uk
North Tyneside	Sara.irving@northtyneside.gov.uk
Gateshead	LTMigrationForms@Gateshead.gov.uk
Sunderland	attendanceteam@sunderland.gov.uk