



WINGATE SCHOOL

## ADMISSIONS POLICY

### PURPOSE

Wingate School is an academically selective school. Selection is based upon academic merit which is assessed through an interview at the school. Prior to this being arranged, the Enrolment Form and all required documents should be completed and sent to the school. If deemed necessary an entry examination may be required. Our selection process is designed to identify pupils who are able to benefit from our balanced and well rounded British education and to make a positive contribution towards the life of the school. We are not a school to teach English, we “**teach in English**”. All teaching (with the exception of foreign languages) is conducted in English and applicants must be able to demonstrate at least a basic level of spoken and written English language. In EYFS and Key Stage 1, allowances are made for the younger children’s lack of language and parental input is vital on assessment to have an insight of the child’s knowledge and understanding.

### Entry Process:

In the first instance, parents should complete the Enrolment Form online via the Admissions Enquiry heading which is found on the school website, leading them to the opportunity to arrange a tour of the school. Our administration department will be happy to help at any point should you have any queries or need assistance. The following documents will be required to register your child/ren:

- Last 2 school Reports
- Birth Certificate and Passport of your child
- Both Parents Passports
- Both Parents NIE (this may not be possible until you arrive in Tenerife - please advise the office)
- Empadronamiento (Certificate of residence in Tenerife) (this may not be possible until you arrive in Tenerife - please advise the office)
- Telephone contact Number in Tenerife

The registration fee of €120.00, is a one-off payment and is only refunded should we be unable to accept your child. If you decide not to send your child to Wingate and a place has not been offered then the payment will be refunded to you in full, unless banking charges are incurred to refund the payment.

Once this process has been completed and processed, we will require an interview with at least 1 parent and the child either in person or over skype. Should there be an offer of a place, this will be sent via email. Firstly, you will receive an automated email to say that your child/ren has been accepted. Secondly, a detailed email will be sent stating the date that your child/ren will be commencing with full information regarding payments and any further information required. It maybe that the class that you wish your child/ren to commence in is full - in which case you will receive acceptance onto the waiting list via email. If we feel that Wingate School is not the right place for your child/ren to study then an email will be sent to advise you of this and your registration fee will be refunded.

The deposit will be due on the 28th April for children commencing in the September.

If your child is due to commence in Year 5 upwards it will also be necessary to purchase a Chromebook and the payment will be due on the 28th of April.

I refer English as an Additional Language (EAL) students to the **EAL Policy** and particularly the **Parental Responsibilities** section.

We mirror the UK dates of birth for entry into an academic year group; they are from 1st September to 31st August the following year. Wherever possible, successful students are placed into their correct age year group. However, if that year group is full, or we decide that academically or emotionally your child would benefit from entering a different year group, we would discuss this with you prior to an offer being made for a place in Wingate School.

Please refer to the British School Academic Pathway document in the School Policies for details.

### **Entry into KS4 or the Sixth Form:**

Although each application is assessed individually, we will not normally accept new students directly into Year 11 or Year 13 as these are mid-way through the two-year academic programmes.

Students wishing to enter the Sixth Form must achieve the minimum entry threshold as per the Sixth Form Prospectus which can be found in the Sixth Form area of the school website. This also explains the 12S route for EAL students.

Entry is also subject to interview with the Head or Head of Sixth Form and, for new entrants, satisfactory references and report(s) from their previous school.

### **SEND Applicants:**

Wingate School does not currently accept students with Special Education Needs or Disabilities. This is not discriminatory but solely due to the current facilities in school being unable to support students adequately. Parents must disclose any SEND regarding their children at the application stage. Failure to do so and subsequently we identify an existing condition, we will withdraw the place in school. If a child is accepted and subsequently assessed to require extra support there will be an extra charge to the parents if we are able to provide the additional support.

### **Waiting Lists:**

As Wingate School expands, hopefully waiting lists will not be necessary. However, the position on the waiting list is determined in an order to maintain the high levels of English in the school. It may be necessary, in some circumstances, to offer a place to a native English speaker when we feel that not doing so would be detrimental to the learning and understanding of the class as a whole. We endeavour to be as fair as possible in this practice but the school's decision is final.

### **Siblings:**

Most siblings do join us at Wingate School. However, admission for siblings is not automatic, and there may be occasions where we judge that a sibling is likely to thrive in a different academic environment or there is simply no spaces in that year group. However, though we endeavour to find a place, they would then be placed on the waiting list for that year group.

### **Relevant Documents:**

I draw the attention for all potential parents to the School Policies which can be found under the Policies section of of the school website. They contain a great deal of information both complementary and in addition to this Policy.



Mr Colin Macrae  
Head of Wingate School

Date of review: September 2019