

## 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 Foundation Stage and Key Stage 1, allowances are made for the younger child’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 Admissions Officer 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 and contact details

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, deducting banking charges if incurred to refund the payment.

Once the Enrolment Form has been completed and processed, we will contact parents if there is a class place available to arrange an interview with at least 1 parent and the child either in person or over skype or similar platform. 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 may be 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 and we will contact you once a class place becomes available for an assessment. We may, if we feel appropriate, offer a student a place in a younger year group. 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 for payment 1 month after the acceptance has been sent to a parent, unless the class place is for an earlier date. If your child is due to commence in Year 5 upwards it is mandatory to purchase a Chromebook and the payment will be due 1 month after the acceptance has been sent.

English as an Additional Language (EAL) students should refer 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. 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.

**Special Education Needs or Disabilities “SEND” Applicants:**

Wingate School does not currently accept students with SEND. 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 a mandatory extra charge to the parents if we are able to provide additional support. If the school recommends an external SEND assessment of the child then parents are obliged to accept this and have an assessment completed within 2 months. Subsequent advice and guidance may consist of strategies to help teachers, or the child may require extra support in school. If the child's learning difficulty is too complex for the school to support adequately, in close negotiation between the school, child and parents, a final decision will be agreed upon in the best interests of the child.

**Waiting Lists:**

As Wingate School expands, hopefully waiting lists will not be necessary. However, the position on the waiting list is determined in 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 rather than an EAL student, when we feel that doing so would be of benefit 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. There may be occasions where we judge that a sibling is more likely to thrive in a different academic environment. However, if there are simply no spaces in that year group, we will endeavour to find a place but they would then be placed on the waiting list for that year group.

**Relevant Documents:**

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

Mr M Howells  
Head of Wingate School

Date of review: August 2022