



WESTBOURNE SCHOOL

ADMISSIONS PROCEDURE

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VERSION CONTROL	
Title(s):	Admissions Procedure
Owner:	Mrs Rachel Rees, Principal
Author:	Miss Eliz Gurler, Compliance Manager
Date of Approval of this version:	August 2025
Next Review Date:	August 2026
Version Number:	2.00



"One of the most consistently high-achieving independent schools in Britain" Sunday Times Schools Guide

Hickman Road, Penarth, Vale of Glamorgan, CF64 2AJ | +44 2920 705 705 | westbourneschool.com
Company Number 05738029

Our Philosophy

- Westbourne School is a selective school, however, we aim to be as inclusive as possible.
- Successful applicants are admitted into all year levels as long as there is space available and they meet the UKVI Right to Study/Visa requirements.
- Places are offered as long as the needs of the student can be met within the curricula:
 - [Prep Academic Curriculum](#)
 - [Senior Academic Curriculum](#)
 - [Sixth Form](#)
- We offer a range of scholarships and means tested bursaries in order to increase access.
- Should children meet the admission requirements and are able to cope physically, socially and academically with the curriculum they will be offered a place regardless of gender, race or religion.
- Siblings are given priority consideration.
- The ability to speak English, at the respective level, is an important consideration.

Admissions Process

- All applicants are required to complete an application form and submit it together with their previous two years of school reports and any other background information as requested, as well as a copy of their passport and/or birth certificate.
- Prospective families are encouraged to visit the school during a personalised tour or an Open Day. The Admissions team ascertains as much background information as possible before arranging a meeting with the Principal/ Vice Principal(s).
- If it is appropriate, the Admissions Manager arranges for the pupil to come for a one/ two-day taster session.
- Entrance exams will be arranged by the Admissions team, which are overseen and invigilated either in person or online.
- All applicants are interviewed by the Principal/ Vice Principal(s), either in person or online, using the principles outlined above. At this stage, we will verify the Parent ID and confirm the family relationship (e.g. by reviewing the birth certificate).
- When the application process has been completed the Principal/ Vice Principal(s), together with the Admissions team will come to a decision about the application.
- If a pupil is accepted, the Admissions Manager will write an official offer letter and will commence the registration process. A reference will be requested from the pupil's previous school/s.
- The school secretary will be responsible for sending registration documents, contracts and student handbooks. Discussions about scholarship and bursary applications will be handled by the Admissions and Finance Directors.

Admission to Little Westbourne Nursery (2 – 4 years old)

- Children are encouraged to attend a taster session prior to enrolment.
- Applications are accepted based on session availability and are processed by the Admissions Manager in liaison with the Vice Principal and the Nursery Manager, Prep School.

Admission to Prep (Reception - Year 5)

- Pupils from Year 2 take a stress-free aptitude test and families are invited for an informal meeting with the Vice Principal prior to entry.



- Prospective pupils are encouraged to visit for a morning up to a whole day depending on age, during which time they join the class activities.

Admission to Senior School (Years 6 – 11/Pre IB and IB/Sixth Form)

- Senior School applicants are invited to sit an Aptitude Test, then entrance exams in English and Maths, before an informal interview, in person, or via Zoom.
- PreIB International Admissions, in order to apply for a place at Westbourne we ask for school reports from the past two years to be forwarded to our Admissions Team. Upon receipt, you will be invited to sit entrance exams:
 - Maths – 60 minutes
 - English – 60 minutes
 - Aptitude Test – 45 minutes
 - Interview
- IB/Sixth Form, for those joining us from outside the British education system, we offer a one-year PreIB (Year 11: 15-16 years) course in preparation for the IB, with entry points in September, January and April.
- A Sixth Form application form is to be completed, including general student information and background, school reports and an academic information form to be completed by the IB Coordinator.
- Students would normally possess the following academic standing: GCSE – A minimum requirement would be the potential to achieve 7 A* to C passes.
- Sixth Form applicants are invited to sit an Aptitude Test, followed by entrance exams in English, Maths, then an interview.
- Students will be required to undergo an interview with the Principal/ Vice Principal and/or IB Coordinator in order to ascertain their desire to undertake the Programme
- Students should have a suitable academic standing with a profile that demonstrates an ability to undertake 3 subjects at SL and 3 at HL, if they require to follow the IB Diploma. In addition to this, they must have the potential of fulfilling TOK, EE and CAS requirements.
- The IB co-ordinator will review each application in order to determine whether students will be accepted into the Sixth Form.
- Should teachers consider that a pupil will be unable to cope with the academic curriculum, they report to the Principal/ Vice Principal who will decide whether the limited learning support that the School provides will be sufficient to meet the needs of the individual child under consideration. It is the School's policy not to accept children merely to fill up the school roll but in all good conscience to admit those for whom the education we provide is suitable.
- A decision to admit the pupil is made at the end of the process by the Principal/ Vice Principal(s), who will take account of all the information that has been gathered in the admission process. Sixth Form, IB Diploma or Certificate
- Participation in activities: through the application form students would have demonstrated that they have been involved in a range of activities that are similar in nature to that of the CAS Programme
- Students are expected to possess a good record of attendance, behaviour, punctuality and have demonstrated a commitment to their academic studies; along with a good understanding of English.



Scholarship process

- Academic scholarships of up to 100% off current fees are available on a case by case basis.
- Awards are based on the applicant's academic ability and fit. Entrance exam and interview results will be taken into consideration.
- Decisions are made by the Admissions Panel taking account of all data and the recommendation of the Principal/ Vice Principal(s), where appropriate.
- Scholarships continue as long as the pupil displays the behaviour and academic performance expected of a scholar - In exceptional cases and in a one-off event, scholarships may be awarded in excess of the 20% limit.
- Scholarship awards are reviewed at entry into Year 7 and Year 12. There is an opportunity for existing students who did not meet the scholarship criteria upon entry to reapply at these key stages.
- Means tested bursaries are available for parents who wish to send their children to an independent school but who lack sufficient means - If a pupil satisfies the admission criteria, the Admissions Manager will commence the bursary process.
- Decisions about a bursary application are made in confidence by the Chief Financial Officer using the school's mechanism for determining fair bursary awards.
- Because of the sensitive nature of the data, only the Finance and Admissions Directors are privy to the information - Bursaries are reviewed annually by the Chief Financial Officer and at any time if and when a parent's circumstances change.

Review Procedure

- Westbourne Admissions Policy is reviewed annually. Interim meetings take place throughout the year, between our CEO, CFO, Admissions Leads, Principal and Vice Principal(s)
- In November - December each year internal scholarship applications are open for pupils moving into Year 7 and IB1. Our last full review was February 2025.

Contact Information

Address: Admissions and Finance Directors, 4 Hickman Road, Penarth CF64 2AJ

Telephone Number: +44 2920 705 705

Email: admissions@westbourneschool.com

