



Admissions Policy

2011

Admissions Policy & Procedures

Introduction

1. WIN is a coeducational independent tennis and badminton academy that provides education services for players aged between 10 and 16.
2. The Principal is responsible for admissions to the academic facilities and the operation of this policy.
3. The aim of this policy is to identify applicants whose academic and other abilities appear to match the ethos and standards of WIN and whose personal qualities suggest they have the potential to contribute sufficiently to the community and benefit from the many opportunities that are offered here.

Special Education Needs and Disability

4. WIN has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under the Special Educational Needs and Disability Act 2001 in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, WIN can cater adequately.
5. Parents or guardians of an applicant who has any disability or special educational needs should provide the Principal with full written details when applying for admission and any additional information at least one week before attending a player 'taster day'.
6. WIN needs this information so that, in the case of any applicant with particular needs, we can assess those needs and make sure that WIN can provide adequately for them throughout the admissions process (including at interview, on attendance at WIN).

Scholarships

8. Scholarships are available to all applicants.
9. Scholarships are means tested and parents or guardians will be required to provide detailed financial information and may be interviewed by the Director in relation to their application.
10. The award of a scholarship is entirely at the discretion of the Director.

Entry Points

11. Due to the small numbers catered for at Win pupils may be accepted at any time during the academic year.
12. For the purposes of entry applicants' ages are calculated according to UK custom.
13. Occasionally, an applicant may have fallen behind in his/her education due to illness, time spent abroad, etc. In such a case WIN may offer a place in a year lower than the applicant's age would normally imply. Occasionally, WIN may also offer an outstanding applicant a place in a year ahead of his/her chronological age group. Parents or guardians will be consulted before such an offer is made, but the decision as to the appropriate year for the applicant, taking into account all the relevant circumstances, is a matter for the Principal, whose decision is final.

Admissions Timetable

14. Prospective parents or guardians are encouraged to contact WIN to arrange a personalised visit. During such a visit to WIN, the Principal will meet with the parents and prospective player(s), before touring the classrooms and extensive facilities.
16. Parents or guardians wishing to apply for a place must complete a Registration Form and pay the appropriate Registration Fee. This entitles the prospective player to a taster day, when he/she will join a suitable class for a 'normal day'.
17. Results of the Taster Day literacy assessments will be published to parents on, or soon after the visit.
18. Permission will be sought from the prospective parents prior to any contact with the applicant's current school. Only when this has been received will the Principal write to request a reference.
19. Letters offering places will normally be sent out within one week of a taster day, but a verbal offer may be given more quickly. Parents or guardians will be asked to accept the offer, complete and return the Acceptance Form and pay the securing fee within about two weeks. If no response to an offer has been received within the time specified in the offer, WIN will assume that the offer has been declined and the place may be offered to another applicant.

Selection

20. The preconditions for admission are that:
 - (i) The applicant is of the appropriate age and sufficient maturity.
 - (ii) WIN is able to provide adequately for any special educational needs (if any) the applicant may have.
 - (iii) WIN having made reasonable adjustment, has the capacity to cope with any disability the applicant may have.
 - (iv) The present school reports satisfactory attitudes and conduct on the part of parents or guardians and the applicant (if applicable).
 - (v) A positive recommendation from the Head of the applicant's present school.
 - (vi) A satisfactory performance during the applicants' taster day.
 - (vii) Fees (if applicable) at the present school have been paid.
21. In all other entry years (Years 3-6), prospective pupils are assessed on their literacy ability during their taster day.
22. Factors which will not be taken into account in the assessment of a pupil for admission are: the applicant's skin colour, race, nationality or ethnic or national origin, religious faith or socio-economic group.
23. *Admissions Record:*
a confidential form of Admissions Record will be completed for each applicant.