



WETHERBY PREPARATORY
SCHOOL
— MARYLEBONE —



Wetherby Preparatory School
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Admissions Policy

Policy reviewed by:	Clare Beckwith
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Reviewer's signature:	
Head's signature:	

Circulation: This policy is addressed to all members of staff and volunteers and is available to parents on request. It applies wherever staff or volunteers are working with the boys.

Please note: 'School' refers to Wetherby Preparatory School and 'parents' refers to parents, guardians and carers.

General

Wetherby Preparatory School is an independent school in Marylebone for boys from ages 4 to 13 years. Our school is opening a Pre Prep section on our Marylebone site from September 2026.

Deciding on the right school for your son is very important, and we believe that a personal visit is invaluable. We very much hope that you and your son will visit Wetherby Preparatory School. We hold an Open Morning in the Autumn Term which gives a general introduction to the school. Details are published on our website and parents need to register there to book themselves for the Open Morning. Or if you have already enquired, you can book the Open Morning via your Open Apply Account checklist. We are also very happy to welcome prospective parents at other times for a personal meeting with the Head and tour of the school. Please fill in an enquiry form on <https://www.wetherbyprep.co.uk/admissions-enquiry-form> and this will allow you to book a tour.

Entry Points

- Reception (4+)
- Year 3 (7+)
- Year 4 (8+)
- Occasional places from Year 5 – Year 8

As shown in the bullet points above, the usual points of entry are at 4+ (one class), 7+ Year 3 (one class) and 8+ Year 4 (four classes). We admit a maximum of 20 boys a year at Reception and Year 3 and a maximum of 88 further boys at Year 4. Most, if not all, boys in Year 3 transfer to Year 4 and form part of the year group. Boys from Wetherby School Notting Hill and Wetherby School Kensington have priority over external candidates, although not all will take up places.

The Entry Procedure

Wetherby Preparatory School is non-selective for Reception places in our new Pre Prep which opens in September 2026. We are an academically selective school from Year 3 and above.

Selection for Prep places (Year 3 and above) is based upon academic merit which is assessed through an entry examination, references from the candidate's previous school and observations during the Assessment Day. Our selection process is designed to identify boys who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the school.

Pre Prep Registration Process (For Reception places)

- The Head of Admissions at Wetherby Prep is responsible for all registrations.
- Registrations are accepted from birth (we do not register babies before they are born). There are a limited number of places available, so parents are advised to contact the Head of Admissions as soon as possible after the birth of their child.

- We are opening a Reception class in September 2026, and registration for AY2026 are now open
- Registrations are accepted by registration online via Open Apply on the school website. The Registration fee is £185 per child.
- Parents will then receive communication from the Head of Admissions confirming receipt of this Registration form and fee.
- Once registered, Parents can also book a school tour or Open Morning visit via their Open Apply account
- Definite or Waitlist places are allocated by the Head of Admissions on a monthly basis.
- A child will not be formally added to the wait list or the definite list until the Registration form has been completed and the registration fee has been paid.
- The definite registration list and the wait list are kept to a reasonable number. The child on the definite list is guaranteed a place.

Acceptance of a Pre-Prep place (Reception to Year 2)

To secure a place, parents are required to complete an acceptance form and pay a deposit of £2750 in June in the year preceding entry. For places accepted for 2026, deposits are required on acceptance of the place. Parents who do not pay the deposit by the deadline forfeit the place for their son. The full deposit is nonrefundable if the place is not taken. If the boy joins the school, no interest accrues on this deposit which will be refunded after the close of the term in which the boy leaves.

The deposit is refunded when the boy leaves the school, providing a full term's notice is given.

First Term's Fees Parents are required to pay the first term's school fees in March of the year their son will enter the school.

Wait List

If any places do become available, then parents with boys on the wait list will be contacted by the Head of Admissions before the end of the summer term prior to entry.

Prep Registration Process (For Year 3-Year 8 Places)

Applicants for Prep admission should register by the end of October of the year preceding the desired year of admission (for example by 31st October 2025 for September 2026 entry). For registration, parents need to fill in an application form which can be found on www.wetherbyprep.co.uk/admissions.

There is a £185 registration fee.

The Assessment Process

The aim of the assessment process is to identify potential. We are looking for well-rounded boys with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum.

The school has strong traditions in sport, music, drama, art, debating and community activities. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for the entrance tests is needed, all candidates start on an equal footing, with identical opportunities to display their academic aptitude and extra-curricular skills in the subsequent workshops (Art, Drama and Science).

All candidates for entry sit an online assessment (usually CAT tests) which are at the correct level for their age group. The Assessment Week is usually held at the end of November the year prior to entry. Results are reviewed in the weeks following the Assessment Week and a deadline for acceptance is given.

The dates for the assessment process for the current year are published on our website and all registered parents are informed by letter at the start of the Autumn Term.

If your son is offered a place at Wetherby Preparatory School, you will need to accept our offer online with payment of £2,750. We will usually offer places to candidates from our waiting list after the closing date for acceptances.

Waiting List for Entry in Other Year Groups

At times, spaces do become available in other year groups.

If parents are interested, they should apply online using the Registration form and pay the registration fee of £185 and their son will be invited to attend an assessment morning a few weeks after his application. If boys do attend an assessment morning and are successful, we will contact their current school and request references.

Equal Treatment

Wetherby Preparatory School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background.

Special Needs

We are firmly committed to inclusivity and to giving every boy the best possible start in life. Irrespective of their special educational needs or disability (SEND), we consider all boys for admission to the school who have the ability and aptitude to access an academic curriculum. Boys whose SEND are suited to the curriculum are welcome provided that we have the appropriate resources and facilities to provide them with the support that they require.

Before a place is offered at the school (and preferably prior to application):

- Parents must disclose to the school any known or suspected circumstances relating to their son's health, development, allergies, disabilities and learning difficulties. The school reserves the right to subsequently withdraw any place offered based on incomplete disclosure of known or suspected SEND circumstances.
- Based on such disclosure, the school will confirm whether or not it is able to fully meet the needs of the boy.

Where a boy's SEND is identified, or develops, after the boy has started at the school, we will endeavour to continue support the child as long as:

- a) we have the appropriate resources and facilities to provide them with the support they require,
and
- b) we believe it is in the best interest of the boy and of the school community to remain at the school.

Where, in our judgement, either of these conditions no longer apply, we reserve the right to withdraw a place at Wetherby Preparatory School. In such circumstances, we will use our reasonable endeavours to support parents in finding alternative arrangements.

Sibling Policy

Most siblings join us at Wetherby Preparatory School and a family atmosphere is encouraged. However, admission is not automatic, and there may be occasions where we deem that a sibling is likely to thrive better in a different academic environment.

Alumni

The children of Wetherby old boys are always given a definite place at the school when they are registered.

Bursaries

Wetherby Preparatory School does offer means tested bursaries based on a boy's performance in the assessment procedure and his potential. Once a boy has been formally offered a place families

should contact the school to request a bursary application form. Applications should be submitted to the Head and will be processed in discussion with the Inspired Education Group.

Record Keeping

The following details are recorded on the admissions register for each boy in the school:

- Full name
- Gender
- Date of birth
- Name and address of all parents/guardians and at least two telephone numbers
- Address of new or additional place(s) of residence of the pupil and date the pupil began to reside there
- Full name of parent the pupil lives with (if applicable)
- Date of admission/re-admission
- Name and address of last school
- Name of destination school – where known
- Start date at destination school – where known

We are required to notify our local authority when we add or remove a pupil's name on the admissions 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.

Overseas Applications

We welcome overseas boys, who can study at Wetherby Preparatory School provided that he has one parent or guardian living in the United Kingdom with whom he can reside. The candidate should have leave to remain in the United Kingdom as the school is unable to assist with visa applications.

Fluency in English

In order to cope with the brisk academic pace and social demands of Wetherby Preparatory School, boys must be fluent English speakers. Normally boys should have been educated in the English medium for at least three years before coming to the school. Tuition in English as an Additional Language (EAL) can be arranged in the first instance to get any boys up to the required standard.

Religious Beliefs

Wetherby Preparatory School is not a religious school and welcomes children from all faiths. The school is, however, an English boys' prep school and as such respects and recognises the Christian calendar. We will sing hymns and say the Lord's Prayer in Assembly and all boys and parents are expected to attend the annual Carol Service at Christmas.

School's Contractual Terms and Conditions

Terms and Conditions are made available to parents as part of the admissions package and the 'Conditions of Enrolment' can be found on the 'Deposit Form'.

Please note that the first term's fees become due in the May preceding entry in September; thereafter, fees are due on the first day of each term.

Complaints

We hope that you and your son do not have any complaints about our admissions process; but copies of the school's complaints procedure can be sent to you on request or found on our website.

This Policy will be reviewed annually