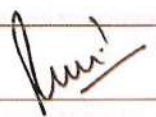



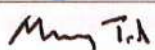


WELLINGTON  
COLLEGE  
INTERNATIONAL  
PUNE

Admissions Policy

Title	Admissions Policy
Policy Number	WCIP ADMISSIONS – 001
Policy Initiated By	Director of Admissions Department, WCIP 
Effective Date	December 2022
Date of Next Review	December 2023
Status	Approved
Version	1.0

**Approved By-**

NAME	SIGNATURE
Mr. Anuj Aggarwal (Chair BOG)	
Dr. Murray Tod (Master)	



## **I. Introduction**

Wellington College International, Pune (referred to as the “**School**”) is a co-educational, private, international school for around 800 pupils aged between 2 to 18 years. The School will commence operations from September 2023. While the School is primarily focussed on academic expectations and outcomes, the School passionately believes in providing holistic education for all its pupils.

The School year runs from August / September to June of every year. While many pupils will join at the beginning of the School year, the School offers a rolling admissions policy, as is appropriate, to afford flexibility to and to accommodate both expat and local families.

The School is a selective institution, welcoming boys and girls who have a desire to excel, showcase their ability to thrive academically and who have an enthusiasm for arts, music, sports and service. We aim to offer places to pupils who would thrive at the School. The admission process at all entry points has been carefully designed to identify the academic potential of all candidates, as well as allowing them to show us their character, passions, and interests. Nonetheless, all successful candidates will have met the School’s minimum academic entry requirements.

Our selection criteria are based on the above principles and we look at the following characteristics in each pupil:

- An international outlook and a desire to be a global citizen in the future;
- Willingness to work hard with a positive attitude towards learning;
- A desire to take full advantage of the opportunities on offer at the School and a commitment to making a positive contribution to the wider Wellington Community; and
- An inspiration to fulfil and live by the Wellington Values.

The School does not currently maintain any official ratio of different nationalities. It is neither a legal requirement nor a School policy to prioritise based on a candidate’s passport/nationality. However, the candidate’s English language ability will always be a key consideration in the selection criteria.

We are open to applications from all nationalities, all religions and all races. The School is a fully inclusive institution. All applications are dependent on:

- Meeting the criteria outlined in this Admissions Policy;
- Acceptance of the pupil by the Master, the respective Head of Early Years or Junior School or Senior School and their teams;
- Completing the online registration form along with the payment of the Registration Fee;
- Full payment of the stipulated fees and associated costs;
- Availability of a place in the relevant year group.

## **APPLYING TO WELLINGTON COLLEGE INTERNATIONAL PUNE**

- The parents are welcome to meet the Admissions and the Senior Leadership Team and or the Academic Leadership Team of the School to know about the admissions process; the curriculum at the School; its ethos and values; and other aspects of being a Wellingtonian.
- We encourage parents to participate at the relevant School event(s), such as an Open Morning or Meet the Master session. Information of these events will be published on the website, social media and will also be circulated through e-mails.
- Parents may request a copy of the physical or digital prospectus at any time, either via the School website or by contacting the Admissions Office/the School Reception directly.
- Parents are advised to register their interest with the School at an early stage to avoid disappointment. The School recommends that the parents register their interest twelve months before the start of the relevant School year.
- For the academic year 2023-2024, we shall be offering admissions from Pre-Nursery (age 2 years) to Year 9 (age 13 years). The first Year of IGCSE (Year 10) and first Year of IBDP (Year 12) shall be offered from the start of the Academic Year 2024.

### ***Class Sizes***

***At Wellington College International Pune, the maximum class size is up to 20 for all classes from Nursery to Year 9, except for Pre-Nursery which will have a class size of 10 pupils.***

### ***International Students***

We welcome overseas pupils at the School. All overseas pupils must have parents in India or legal guardians with whom the child would stay. Parents of overseas pupils must appreciate that the School does not run a short term study programme and we expect an overseas pupil to finish a complete course of study such as Years 10-11 or Years 12-13.

In order to cope with the academic and social demands of the School, pupils must be fluent English speakers. Additional support in English as an Additional Language (EAL) can be arranged at an additional expense, if required. The School retains the right to require a pupil to attend EAL lessons where (in our opinion) we consider that the pupil does not have sufficient fluency of the English Language to gain full access to the curriculum offered by the School.

In the case of an overseas pupil of Indian origin, the same would be determined based on the passport, and/or such other documents as deemed necessary by the School, of the pupil and/or the parents.

### ***Rising 3 Policy***

For admissions to Nursery, the School follows a policy of rising 3. Accordingly, the admissions in Nursery are offered on a rolling basis and as and when the child turns the age of 3 years, he or she becomes eligible to start classes in Nursery.

To participate in the School's Assessment process for Nursery, parents need to register their child by completing the online Registration Form available at the School website – ([www.pune.wellingtoncollege.in](http://www.pune.wellingtoncollege.in)). A non-refundable Application Registration Fee of INR. 15,000/- (Indian Rupees Fifteen Thousand Only) is payable upon registration.

## **Selection Criteria**

Wellington College International Pune is an academic school, but also believes passionately in an all-round education. Selection for entry is not solely based on academic criteria, but also considers the character, interests, talents and personality of every individual pupil.

The admissions process at all entry points has been carefully designed to identify the academic potential of all candidates, as well as allowing them to show us their character, passions and interests.

We are looking for young people with real potential to become intellectual, inspired and independent learners. We want them to have the desire and ability to contribute broadly across the co-curriculum so they can develop fully as individuals.

Successful candidates will also possess the personality and character for life in an English language environment, by showing traits such as independence, resilience and inclusivity.

At the heart of everything at Wellington are our **Values** - Kindness, Courage, Respect, Integrity and Responsibility and we pay close attention to these during our assessment process.

The School will have a strong focus on music, drama, art, sport, debating, service, all of which are important in developing a well-balanced and confident individual.

## **Assessment**

Assessment includes age appropriate online assessment of academic ability and an English Language test to ascertain the language level for all pupils from year 7 onwards. A review of past school reports, and a confidential reference from a previous school, also form part of this process. For the younger children it takes the form of an observed set of interactions to assess the stage of development and potential. For the Year specific Assessment Process, refer to **Appendix I** below.

## **Reference**

As part of the admissions process, we will need a reference letter from the Head of the applicant's current school. This will include a request for details of any educational psychologist reports, medical documentation and specific issues raised in the previous school's reports. Wellington College International Pune admissions office will reach out to the applicant's School.

Reference reports are not required from the children who shall be studying at any School for the first time.

## **Offer Letter**

Applicants will be offered a place at the School if they have:

- Met the School's minimum academic and behavioural entry requirements;
- Completed, to the required level, the relevant entrance tests for certain year groups (in CAT4 and English language).

The primary indicator of a pupil's suitability for a place in Years 3 and above is the Cognitive Abilities Test (CAT4). Statistically, for example, pupils who achieve an average of 100 or more for the four tests will score

A\*, A, B or C for their IGCSEs. In fact, pupils scoring 120 or more will tend to achieve A\*, A or B. Generally, as English is the language of instruction at Wellington College International Pune, the Verbal component of the assessments carries the most weight. Moreover, a number of the pupils who apply to the school have English as a second language. A table guide to the criteria for acceptance can be seen below.

Specific data for year group entry is to be determined. In general, the following guidelines apply:

Score	Action
Non Verbal scores 100 and above	Accepted
Non Verbal Scores below 80	Rejected (usually)

Score	Action
Verbal scores 100 and above	Accepted
Verbal 90 – 99 (other scores 100+)	Provisional acceptance. EAL support will be provided.
Verbal scores 90 – 99 (other scores < 100)	Individual cases considered by the Master and the Respective Head of Section. Admission will depend upon the student agreeing to enter an accepted intensive language programme and an appropriate package of other subjects being available.

The candidates for entry at year 7 onwards will also be administered the Oxford Placement Test (OPT) to ascertain their level of English. In addition, all pupils need to:

- Demonstrate the character and social skills necessary to thrive in a busy day and to make the most of the many and varied opportunity on offer;
- Demonstrate evidence of integrity, resilience and tolerance, as well as the School's core values, common sense and courtesy;
- Show the potential to be responsible and independent.

Once the Admissions team is satisfied that the pupil meets all the admissions criteria, is able to access, and flourish within, the School's curriculum, and that the School is able to provide appropriately for the child, an Offer Letter along with Terms and Conditions is issued to the successful candidates.

### **Acceptance of a Place**

To accept a place at the School:

- The parents are required to complete and sign the Acceptance Form, the School's Terms and Conditions, the acknowledgement of any terms in the Offer Letter and payment in full of the Acceptance Fee, the first Term's School Fees and Security Deposit (refundable upon completion of their education at the School, subject to the necessary adjustments if any);
- A legally binding contract between the parent(s) and the School will be formed, once the Acceptance Form is signed and returned to the Admissions Office together with payment of the requisite Fee, mentioned above at clause;
- Enrolment – the official registration of the child as a pupil of the Wellington College International Pune
- Changes of address, guardianship or current School details following registration should be notified to the Admissions Office as soon as possible. The School cannot be held responsible for the consequences of correspondence not received by the parent(s)/guardian on account of changes as stated in this clause.

## Year Group Placement

We recognise that our pupils come from a variety of different educational systems and every effort will be made to identify the most suitable Year group. Year group placement decisions are based on the child's previous educational experience, age, maturity, language proficiency and academic needs. However, please note that pupils will almost always be placed in year groups according to their age.

Pupils are placed in Year levels according to their age as on 1st August of the academic year of entry. For a pupil to be placed in a Year higher than the minimum age indicated, the pupil must clearly demonstrate superior academic, physical and social maturity and these are subject to the School's assessment.

Such advanced placement may be granted only under exceptional circumstances and on approval of the Master. There are no accelerations from Nursery to Year 1.

Wellington International Pune	College India	USA	Age upon entry (Years)
Pre-Nursery	Play Group		2
Nursery	Pre-Nursery / EY 1	-	3
Reception Class	Junior Kg / EY 2	-	4
Year 1	Senior Kg / EY 3	Kindergarten	5
Year 2	Class 1	Grade 1	6
Year 3	Class 2	Grade 2	7
Year 4	Class 3	Grade 3	8
Year 5	Class 4	Grade 4	9
Year 6	Class 5	Grade 5	10
Year 7	Class 6	Grade 6	11
Year 8	Class 7	Grade 7	12
Year 9	Class 8	Grade 8	13
Year 10	Class 9	Grade 9	14
Year 11	Class 10	Grade 10	15
Year 12	Class 11	Grade 11	16
Year 13	Class 12	Grade 12	17

**Note** – Entry into Year 11 and 13, the last years of IGCSE and IBDP, is only allowed under exceptional circumstances.

### Requests for Admission Outside the Normal Age Group

Parents may request a place for their child outside of their normal age group. In most cases the Year group corresponding to the child's age is the correct one but there are rare exceptions, and we understand that every child is different.

Decisions on requests for admission outside the normal age group are made by the respective Head of School and / or the Master based on the circumstances of each case and in the best interests of the child concerned. Requests can be made for a child to be considered for a year above or below their natural age. The decision is taken considering the following:

- Parents views;
- Information about the child's academic, social and emotional development (this may include consequences of prolonged online learning);
- Where relevant, medical history and the views of a medical professional (for example, an illness necessitating absence from school);
- Whether they have previously been educated out of their expected age group;
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely;
- The Master's view and those of the Head of the respective School in compliance with the applicable laws;
- Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group;
- Parents are always informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the School but it is not in their preferred age group;
- All Admissions decisions are based on the criteria set out in this Admissions Policy and the School's decision is final.

**\* Please note that it would be extremely unusual to place a pupil in a year out of their age group.**

### **Sibling Policy**

Many siblings may join us at Wellington. Acceptance of a sibling is not automatic as we believe strongly that Wellington will not necessarily be the right school for every child and that a sibling may thrive better in a different academic environment. However, in the case of waiting lists, preference is given to children with Wellington connections.

### **Diversity, Equality and Inclusion**

Wellington's aim is to encourage candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. The School is aware of its duties and commitments and, therefore, no candidate will ever be disadvantaged or discriminated in any part of the admissions process as a result of disability, nationality or national origin, race or ethnicity, culture, political beliefs, age (except when required in accordance with the applicable laws regarding the minimum and maximum age requirement for admission), religion or belief, or sexual orientation. The School welcomes boys and girls who meet the admissions criteria including those who have special education needs and disabilities (SEND).

As with every pupil going through the admissions process, a place will only be offered to a child with specific needs if we are confident that the School is an environment in which they can truly flourish and be happy, from every perspective.

### **Specific Education Needs and Disabilities**

The School welcomes children with special education needs and disabilities, provided that we can offer them appropriate support as they require and cater for any additional needs and that our site can accommodate them, if relevant by making reasonable adjustments.

Our policy is to apply our admissions criteria to all potential pupils. We require parents of candidates with specific needs to discuss their child's requirements with the School at the time of registering their child (or, if such need arises at a later date, immediately upon becoming aware of such need) so that we can make any

relevant reasonable adjustments.

The School requires relevant information (including educational psychologist reports, medical documentation and specific issues, if any, raised in previous school reports) to be submitted to the Director of Admissions and Marketing before participating in the admissions process. This is so that the School can assess their child's needs and consult with parents about the adjustments that can reasonably be made and so that the School can ensure, for example, that the pupil will be able to access the education offered and that we are able to ensure their health and safety and that of others. All levels of confidentiality will be maintained.

All medical records and history will be kept secured and confidential, with access to only limited and necessary employees who would need to have the access to the medical records / reports.

We aim to ensure that all of our pupils, including those with disabilities and/or special educational needs are provided with a safe and inclusive environment in which to learn. A place will only be offered to a candidate with specific needs if we are confident that Wellington is an environment in which they can truly flourish and be happy from every perspective, able to successfully access the academic curriculum and partake in our extensive enrichment programme, including sports and other School events, in a fulfilling capacity. If additional or specific requirements are considered necessary, the School will discuss with parents (and their child's medical advisers and social workers, if appropriate) the adjustments that can reasonably be made for the child if he or she is offered a place at Wellington, to ensure that they will not be put at a substantial disadvantage compared to a pupil who is not disadvantaged because of a disability.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's disability. For example, if, despite reasonable adjustments, we feel that a prospective pupil is not going to be able to access the full education offered, or that their health and safety or those of other pupils or staff may be put at risk, we reserve the right to decline a place at Wellington.

### **Waiting Lists**

Should any pupil pass the assessment test but there are no available places at the School, the pupil will automatically be placed on a waiting list for the relevant Year Group.

We will inform the waiting list family in writing in order of merit, as soon as a place becomes available. If the offer is not accepted by the parents, the next child on the waiting list will be offered the place and so on.

The place may become available before the start of the School year or during the course of the School year. Waiting lists are operated based on date of acceptance.

### **Falsification of information or School Records**

If it comes to the attention of the School that any of the information the parents or their child has provided has been falsified / forged, then it could result in disciplinary action. If the pupil is already attending School, it may result in possible expulsion or revoking of the Admission Offer Letter.

### **Conditional Acceptance**

When there are concerns regarding a pupil's academic needs or behaviour, the School may offer a conditional or provisional acceptance. A Letter of Conditional Acceptance shall be drafted in collaboration with appropriate staff and Head of respective School and will be signed by the Director of Admissions and Marketing. The terms of the condition or provision will be explained in a separate meeting arranged by the Admissions Department. Appropriate instructional and/or counselling staff will attend this meeting when needed. Parents are required



to sign this Letter of Conditional Acceptance prior to acceptance. The respective Year group counsellors will be responsible for the monitoring and follow-up related to the conditional acceptance.

### ***Maintaining Academic Progress***

Continued enrolment is contingent on the pupil demonstrating adequate progress in our learning environment. If it is determined that a pupil is no longer benefiting from the educational opportunities offered by the School, the School reserves the right to review the pupil's enrolment status.

Possible outcomes of this review could include a change to the level of support for instruction (EAL or SEN), a change in the programme of study, retention in a Year group or discontinuing enrolment.

Promotion from one Year group to another is not automatic and will be reviewed in light of the parameters above.

### ***Denial Notification***

If the School feels that it is unable to provide the applicant with the services needed to succeed, the applicant will receive a letter of denial. There is no official appeal process and the decision of the School remains final and binding.

### ***Contacts***

At any point through the admissions process, the first point of contact for the parents would be the Admissions Office. However, in case the parents feel a need to discuss anything with the Senior Leadership Team, they can inform the Admissions Office who would facilitate an appointment with the respective office.

### ***Fee***

For fee structure and the payment process, please refer to the School's website and associated documents. The annual fee is subject to an annual increase as per the School Terms and Conditions.

### ***Withdrawals***

Withdrawal of a place prior to beginning of the Academic Year by a new pupil / parent:

- Parents are required to inform in writing, to the Director of Admissions and Marketing, of their intention to discontinue their child's education at the School;
- A period of notice is required (kindly refer to the 5(a) Terms and Conditions), as this helps the School to plan and offer admission to candidates on the waiting lists;
- The parent will be required to complete a detailed withdrawal form provided by the School, without which the School will not provide any leaving documents as desired by the family;
- The Application, Admission and Registration Fee shall be forfeited;
- For refund rules of other fees, please refer to the conditions laid in the "Terms and Conditions". In case the pupil avails items/services from the joining kit, the same shall also be forfeited.

### ***Withdrawal of a place prior to beginning of the Academic Year by the School***

The School reserves the right to withdraw the offer of a place at the School if the behaviour of the child gives

cause for concern following the making of an offer; if it becomes apparent that the School fees cannot be paid; if fees are still outstanding at a previous school; if it becomes apparent that relevant information (including educational psychologist reports, medical documentation and specific issues raised in previous school reports); or information on Court decisions on child custody, was withheld from the School before participating in the admission process.

In such case, the fee's paid shall be forfeited. For refund rules of other fees, please refer to the conditions laid in the Fees Policy. In case the pupil avails items/services from the joining kit, the same shall also be forfeited.

### ***Withdrawal of a place after commencement of classes***

For the detailed Withdrawal Process please refer to clause 5(a) of the Admissions Terms and Conditions.

### ***Data Protection***

Personal data provided to the School during the Admissions process will be processed and retained with due regard to applicable data protection legislation and the School's Privacy Policy.

### ***Child Protection***

The School is committed to equality and diversity. The School is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment.

## **Appendix I: Assessment Process**

### ***Early Years (Pre-Nursery to Year 1)***

When places become available in the Early Years, prior to an offer being made, parents and their children are invited to the College. The parents will attend a 'getting to know you session' with the Head of Early Years and tour of the setting, and engage in opportunities and experiences with their child.

The child will be observed by the Early Years team, who will assess that they are secure in their development of all seven areas of the EYFS, demonstrate age-appropriate independence and display the Wellington values. We will expect this to be in line with their age in months at the time of the assessment and are looking for children who show readiness for learning and will work well alongside the WCIP community. We will offer a place to children based on their developmental readiness.

### ***Years 2 and 3***

- The registered child will be invited to an assessment morning where a teacher will observe the child in structured play and assess their ability to interact, listen, demonstrate independent skills and respond positively to instructions.
- During the session, the teacher will spend one-on-one time with the child to assess their reading, written and mathematical skills, and will meet individually with parents to discuss their child's developmental milestones and to discuss whether their child is ready to join the School at the requested year group.
- All pupils in Year 3 would take the CAT 4 test.

### **Year 4 to Year 9**

In Year 4 to Year 9, the registered applicants are invited to an assessment morning. The assessment process for boys and girls seeking to join any Year group includes:

- Completion of Year group specific computer-based Cognitive Ability Test involving various abilities such as verbal reasoning ability, non-verbal reasoning ability, spatial perception and quantitative reasoning ability
- An English Language Aptitude Test, preferably through an extended written task
- Discussion with a member of a staff about their interest and hobbies. Each child is asked to bring something with them that they would like to explain or discuss in this conversation
- Observation of the child in structured play, free time and at meal times.
- The pupils in year 7 onwards will be administered the Oxford Placement Test (OPT) to ascertain their level of English.
- Meet the Head of Junior /Senior School as appropriate, and the Master.

*Dr. Murray Tod  
Founding Master  
Wellington College International Pune  
December 2022*

