Admissions Policy

Introduction

Wycombe Abbey is an academically selective independent boarding school (with a limited number of day places for candidates living within 15-miles of the School) for girls aged 11 to 19. Entry is at the ages of 11 (Year 7), 13 (Year 9) and 16 (Year 12). There may occasionally be places in intermediate year groups. Applicants will be considered for admission to the School on the basis of the School's Admissions Policy and in accordance with the School's Equal Opportunities policy.

Equal Treatment

We encourage applications from candidates with as diverse a range of backgrounds as possible. We are mindful of our obligations under the Equality Act 2010 during the Admissions process. This enriches our community and is vital in preparing our pupils for today's world. A number of bursaries are available for pupils whose parents could not otherwise afford to meet the full cost of fees. Wycombe Abbey is committed to equal treatment for all regardless of a candidate's race, ethnicity, religion, disability, sexual orientation or social background. The School will treat every application for a place at the School in a fair and open-minded way. For further information, please refer to our Equal Opportunities for Pupils policy.

Information Sharing

We require parents to inform the School at the outset of the application process about any needs which their child may have or any other significant matters which the School should reasonably be aware of because, for example, it would necessitate tailored provision and/or would materially impact on their child's attendance at School and/or ability to engage in day-to-day School life. The School may wish to discuss these matters with the parents and/or require some further information.

Parents must ensure that information provided is accurate, complete and not misleading and relevant details and information (or changes to them) are shared in a timely and transparent manner.

A failure to disclose relevant information and/or the provision of inaccurate, incomplete or misleading information may - in some cases - lead to the withdrawal of an offer or termination of the School's Parent Contract.

Special Needs

We do not discriminate in any way regarding entry. We welcome pupils with special educational needs, providing that our Learning Enhancement Department can offer them the support they require. We also welcome pupils with physical disabilities provided that our site can accommodate their needs. However, we advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with the Director of Admissions before they attend the assessment day so that reasonable adjustments can be made on the day of the tests. Parents should provide a copy of an up-to-date Educational Psychologist's report or a medical report to support their request, for example for extra time or other special arrangements. For further information, please see our Special Educational Needs and Disabilities (SEND) Policy.

Selection

Although Wycombe Abbey is an academically selective School, we are looking for well-rounded pupils with potential, a genuine interest in education in the broadest sense of the word and interests that stretch beyond the

academic curriculum. Pupils are admitted on the basis of ability as determined by the assessment, interview and at the Headmistress's discretion.

Pupils will not be admitted outside their appropriate year group unless in exceptional circumstance and following discussion with the Director of Admissions and agreement from the Headmistress.

Entry Process

Entry is competitive at each entry point and subject to the number of places available.

11+ Entry

Registered candidates for 11+ must complete an online ISEB Pre-Test, following which all registered candidates will be invited to an Assessment Day in the Autumn term preceding the year of entry, which is held at Wycombe Abbey. The top performers will subsequently be invited to sit Scholarship papers in late January. Girls currently attending UK Prep Schools that enrol pupils to Year 8 are able to apply for a deferred place to join in UIV (Year 9).

13+ Entry

Registered candidates for 13+ must complete an online ISEB Pre-Test in the Autumn term of the year preceding entry. Selected candidates will be invited to attend an Assessment Day in the Spring term, which is held at Wycombe Abbey. The written examinations are designed to identify Scholars. Offers will be made in early February.

Each candidate's performance will be considered by the Headmistress, the Deputy Head (Academic) and the Director of Admissions; other appropriate staff members will be involved as required.

16+ Entry

Entry at 16+ is competitive, subject to the number of places available, and is a two-stage process. Candidates are required to sit a UKiset test and submit their latest school report in the first instance. Successful applicants will then be invited to come to Wycombe Abbey for an interview and to sit entrance examinations in the November prior to the year of entry.

A reference from every candidate's current school is also requested and checks undertaken to ensure fees at the current school have been paid. Checks will also be undertaken with reference to the UK Government's financial sanctions lists.

Scholarships

Academic and Music Scholarship and Exhibition awards are honorary or of limited financial value but carry prestige. Tenure of an award will normally be for the scholar's entire career at Wycombe Abbey, but is subject to regular review and is conditional upon satisfactory progress and performance. Details of Scholarships available to both external and internal candidates are published on the School's website.

Acceptance of a Place

Places must be accepted and a deposit paid by the due date. The deposit will be off-set against the final invoice, or other sums due to the School on leaving and any remaining balance will be repaid to the parents. Full details can be found with the standard Terms and Conditions available on the School's website.

Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and the pupil starting at the School. The School requires parents to be pro-active in updating the School as to any significant changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the School.

However, the School may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming and transparent in their communications with the School about any material change to their child's circumstances.

Means-tested Bursaries

Wycombe Abbey is committed to broadening access to the School by offering means-tested bursaries to children of parents permanently resident in the UK, to enable as many as possible of those who meet the School's entry criteria to take up a place. Families are asked to complete a Bursary Application Form and where applicable, both parents are required to provide proof of their income, assets and expenditure. The level of support varies according to parental need but can extend to full fee remission in cases of proven need and may sometimes also provide for additional expenses. All applicants' families will be visited at home by an external, independent assessor appointed by the School. Bursaries are always offered for 12 months at a time and reviewed annually. The family is required to provide fresh information about its circumstances for every year that their child attends the School.

Siblings

Many siblings join us at Wycombe Abbey. However, admission is not automatic and there may be occasions when the School judges that a sibling is likely to thrive better in a different academic environment.

Overseas Applicants

We welcome overseas applicants at Wycombe Abbey, provided they have an appointed educational guardian living in the UK with whom they can stay during Short and Long Leaves from School or in case of an emergency. Please see our Educational Guardianship Policy for further information.

Candidates are expected to undergo the same entry and assessment processes as UK-based applicants. For further information on our English Language requirements, please see our English as an Additional Language policy.

Those applicants who require a Child Student Visa will be required to satisfy the School's criteria and UK Visa and Immigration (UKVI) Policy Guidance in order to proceed. The responsibility for the visa process rests with the applicants and their parents.

Religious Beliefs

Although Wycombe Abbey has a Christian ethos, we do not select for entry on the basis of religious belief and we offer provision for other faiths. There is compulsory Saturday morning school and all pupils are expected to attend week-day morning services and Sunday Evensong in Chapel, together with a number of other services throughout the year.

Appeal Procedure

If a parent believes that his/her child has been unfairly rejected by the School, he/she should write first to the Headmistress outlining the reasons for concern. The Headmistress, or a senior colleague nominated by her, will then provide an explanation and/or reconsider the earlier decision. The Headmistress will write to explain her final decision. Whether or not the parents have a child currently at the School, in respect of a child who is a new applicant, the parents and School are not in a contractual relationship at this stage, so this reconsideration does not take place as part of the School's Complaints Policy.

School's Terms and Conditions

A copy of the School's Terms and Conditions is available on the School's website and is made available to parents as part of the admissions process.

The School will only make the offer of a place if there is a place available. In order to be considered for admission to the School applicants must meet the following criteria:

- be of sufficient maturity and appropriate age to participate in all aspects of School life
- be supported by a recommendation from the Head of their current school in terms of academic achievement, motivation and extracurricular involvement
- perform strongly in the entrance examinations and interviews relative to other applicants
- if English is not their first language, candidates must demonstrate a satisfactory level of spoken and written English in order that they can engage and participate fully in all aspects of School life
- any learning difficulties or special needs have been identified to the School by the parents and the School can meet the needs
- full disclosure of any other issues that the School should be aware of
- all fees due at the applicant's present school have been paid
- where an applicant's family is not resident in the UK, an appropriate guardian has been arranged.

Records

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice and Data Protection policy. The School will not hold personal data of you or your child for longer than is necessary for lawful purpose. This will generally be no more than 12 months following unsuccessful application, but reasons to retain for longer might include if you express an interest in the candidate reapplying for any reason at a later date.

Member of staff	Director of Admissions
Reviewed	August 2026

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Related Policies:

Equal Opportunities for Pupils
Bursaries' Policy
Data Privacy Notice – Parents and Pupil Information
Data Protection Policy
Special Educational Needs and Disabilities (SEND)
English as an Additional Language (EAL)
Educational Guardianships