

# Admission Policy

## The Webb Schools

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### POLICY STATEMENT

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The Webb Schools seek students who will contribute to and benefit from its college preparatory program. Students are selected for admission on the basis of academic potential, developmental maturity, school achievement, readiness for the school's program, and potential for significant contributions to the school outside the classroom. Our policy follows guidelines set forth in the NAIS Principles of Good Practice for Admissions.

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Aptitude and/or achievement testing, official transcripts, personal interview, and teacher recommendations are used as tools to provide information to assist in the assessment of each candidate. In all cases, the school retains the right to determine, in its sole discretion, whether or not to select a student for admission or to re-enroll a student. The Admission Committee makes recommendations through the Director of Admission and Financial Aid to the Head of Schools, who has ultimate authority and sole discretion in the decision whether or not to enroll or re-enroll a student. Typically, those decisions are based upon a combination of multiple criteria:

- Academic readiness or qualifications
  - Maturity
  - Affiliation with the school
  - Boarding vs. Day
  - Potential for significant involvement to one or more school programs
  - Fit with Webb values and mission
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When there are more qualified candidates than available space, the school establishes an unranked waiting list. In that event, the Admission Committee decides which candidate(s) to offer admission. This will be based upon overall profile of the class or school (the Webb School of California or the Vivian Webb School) and match between the needs and qualification of the student with those of the school.

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Webb admits students of any race, color, national and ethnic origin, sexual orientation or any other characteristic protected by state or federal law to all the rights, privileges, programs, and activities generally accorded or made available to students at the schools. Webb does not discriminate on the basis of race, color, national or ethnic origin, sexual orientation or any other characteristic protected by state or federal law in administration of their educational policies, tuition assistance, athletic, and other school-administered programs, or any other basis in law.

## Policies and Procedures

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### ENTRY LEVELS

The school admits boarding and day students to grades 9, 10, 11 and, under special circumstances, grade 12. Students are admitted for the fall semester. Webb does not offer a post-graduate program.

### BOARDING AND DAY ADMISSIONS

Webb is primarily a boarding school; therefore, the focus of the admission program is to fully enroll students in both the Webb School of California (WSC) and the Vivian Webb School (VWS) boarding program.

There are limited spaces for Day students. Day students are admitted to grades 9-11; priority will be given to grade 9 applicants.

To be eligible to apply as a Day student, the applicant must reside in one of the following cities:

- Alta Loma
- Azusa
- Claremont
- Covina

- Fontana
- Glendora
- La Verne
- Montclair
- Mt. Baldy
- Ontario
- Phillips Ranch
- Pomona
- Rancho Cucamonga
- San Dimas
- Upland

A prospective student must reside within the approved communities above at the time of application. Webb reserves the right to deny admission or withdraw an admission offer to Day candidates who provide incorrect information in this regard.

A Boarding student may not enroll in later years as a Day student. Day students may become boarders provided there is space availability. All international students must board at Webb.

### VISITS AND INTERVIEWS

At the beginning of every school year, the Office of Admission publishes a schedule for available tours of the campus and interviews. A typical tour and interview takes approximately two hours.

International candidates living outside the U.S. may be asked to sit for a pre-interview and writing sample with one of our affiliate organizations, e.g. Vericant, in that country. From those interviews, candidates deemed ready for Webb's program will be invited for a formal interview with one of the Webb's admission officers.

Webb offers Skype interviews on a selective basis for those candidates who are unable to travel to the school. Webb will conduct phone interviews on a case by case basis, with approval from the Director of Admission and Financial Aid.

#### **SIBLINGS, LEGACIES, FACULTY CHILDREN**

Preference is given to siblings, legacies (children of alumni) and children of current faculty and staff. Such candidates must meet the requirements for admission as outlined in our admission policy statement.

#### **INTERNATIONAL CANDIDATES**

Webb offers admission to international students. International students are required to have an F-1 Visa and will be issued an I-20 at the time of enrollment.

International students must meet all requirements for admission by the school's application deadline, if they wish to be considered in the priority round. Webb reserves the right to not interview any candidate whose standardized test results, e.g. SSAT, ISEE,

TOEFL, IELTS, Duolingo, PSAT, indicate that they are not competitive.

#### **TESTING REQUIREMENTS**

Webb requires the Secondary Schools Admission Test (SSAT) or The Independent Schools Entrance Exam (ISEE) for entry to grades 9, 10, and 11. The SSAT or the ISEE may be submitted for grade 11 entry, however, results of the Preliminary Scholastic Aptitude Test (PSAT) are preferred. No other tests may be submitted as substitutes. All assessments must reflect results from the current year of school. Test results must be sent directly from the testing agency.

International candidates must submit official results from the SSAT or PSAT, along with the TOEFL, IELTS or Duolingo.

#### **APPLICATION REQUIREMENTS**

All applications and supporting documentation, e.g. teacher recommendations, test scores, and transcripts, are submitted electronically to the school using the Gateway to Prep Application, [www.gatewaytoprepschools.com](http://www.gatewaytoprepschools.com). The school does not use paper applications. A completed application includes the following;

1. Applicant Profile
2. Applicant Short Answer Questions
3. Applicant Parent Statement
4. Applicant School Evaluation
5. Official transcripts from current year and previous school year
6. Current mathematics and English teacher recommendations
7. Official admission assessment results

## ADMISSION DECISIONS

Candidate files are reviewed by an Admission Committee appointed by the Director of Admission and Financial Aid. After review, the Committee makes recommendations on all candidates to the Director of Admission and Financial Aid who, as a representative of the Head of Schools, makes all final decisions. Decisions may be reviewed by the Head of Schools.

Please note: Priority in the admission process is given to those students who complete the entire application process by the January 15 deadline.

Candidates will be notified of admission decisions on the common notification date, March 10.

Webb, in concert with the majority of U.S. boarding schools, does not provide early decisions.

In the absence of the Committee, e.g. summer applications, the Admission counselors will serve in that function and make recommendations to the Director of Admission and Financial Aid.

## WAITLIST PROCEDURES

In the event that there are far more applicants than available space, a limited number of candidates will be placed on a waitlist and the family will be notified of the school's waitlist procedures. The list is not "ranked" but, instead, is reviewed upon space availability. A decision to admit a waitlist candidate depends

on where there is space, e.g. VWS or WSC; boarding or day.

Waitlist candidates are expected to notify the school of their intention to remain on the list or when they have decided to accept another school's offer. The list will remain open until July 1 at which time candidates are notified if no openings are expected and are encouraged to seek other options.

## APPEALS OF DECISIONS

There is no appeal process for applicants denied admission or offered waitlist consideration. The Admission Committee presumes that at the time of deliberation it has received all the necessary documents supporting a candidate's qualifications for admission.

## LATE APPLICANTS

Candidates whose files are not complete on January 15 will have their application reviewed after priority decisions are made in March on a "rolling" basis, i.e. as openings occur.

## STUDENTS WITH DISABILITIES

Individuals with disabilities who are otherwise qualified for admission to The Webb Schools are guaranteed certain protections and rights to equal access to programs and services under the Americans with Disabilities Act (ADA). A student must present documentation indicating that the disability substantially limits some major life activity, including learning.

(Documentation guidelines are posted on the Educational Testing website at [www.ets.org](http://www.ets.org).) Students who present the school with appropriate documentation will be granted those requested academic accommodations that are supported by the documentation and considered reasonable in this educational setting.

### **HOME-SCHOOLED CANDIDATES**

Webb welcomes home-schooled students to apply by submitting the necessary application materials and test results including full description of the curriculum, methods of assessment, and any organization that might have oversight authority for the candidate's program. Recommendations are encouraged from facilitators outside the family, if available.

### **RIGHT TO REFUSE ENROLLMENT**

While decisions to admit are offered according to industry guidelines on March 10, such decisions to admit are contingent upon a candidate completing the current school year to the satisfaction of the Admission Committee. In

the event that a candidate's academic or personal record becomes unacceptable to the standards of Webb, the school reserves the right to withdraw the offer of admission.

### **FINANCIAL AID**

Webb offers a generous program for the support of qualified candidates whose financial resources might make the school unaffordable. Webb's tuition assistance program is "need-based". There are no "merit-based" awards or athletic scholarships offered. For a full description of the tuition assistance program and the policies that guides its administration, visit [www.webb.org/afford](http://www.webb.org/afford).

### **FULL DISCLOSURE**

In order for the Admission Committee to make informed decisions that will be in the best interest of both the candidate and the school, it reserves the right to withdraw from consideration that candidate whose application withholds critical information about the candidate's academic or personal background that might impact the school's decision.