

# Admissions Policy

for the whole School  
including EYFS

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## Contents

Contents .....	2
Introduction.....	3
Equality and Inclusion .....	3
Website .....	3
Registrar.....	3
Admission Points .....	3
Individual Needs .....	3
Out of Year .....	3
Siblings .....	3
Open Mornings .....	4
Individual Visits.....	4
Registering your Child.....	4
Payment Details .....	4
Woodlands Nursery .....	4
Reception Assessments.....	4
Assessment Content.....	5
Offers of Places into Reception .....	5
Later Assessments .....	5
Pupils who do not meet the assessment criteria.....	5
Assessments for entry into Year 1, 2, 3, 4, 5 and 6 .....	5
Assessments for entry into Year 7 .....	5
Assessments for entry into Year 8 .....	6
Offering a Place .....	6
Waiting List .....	6
Flexi-Boarding.....	6
Bursaries .....	6
Admissions Decisions.....	6
END .....	6

## **Introduction**

This policy informs prospective parents about the registration, assessment and admission arrangements that *Beechwood Park* has in place to ensure a fair and equitable process of pupil enrolment.

## **Equality and Inclusion**

*Beechwood Park* has an inclusive ethos. It does not discriminate against gender (sex), race, creed (religion), colour, nationality, national or ethnic origin, pregnancy and maternity, gender reassignment or sexual orientation.

## **Website**

Our website [www.beechwoodpark.com](http://www.beechwoodpark.com) provides prospective parents with information on our School Mission, Values and all aspects of our educational provision, which we recommend you explore.

## **Registrar**

*Beechwood's Registrar*, Mrs Graham, oversees all aspects of pupil admissions and will help and guide you through the process. Please contact her on [admissions@beechwoodpark.com](mailto:admissions@beechwoodpark.com) or telephone her on 01582 840333.

## **Admission Points**

The most popular admission points for pupils to join *Beechwood* where places are available are

- *Rising-3 Entry into the Woodlands Nursery*
- *4+ Entry into the Reception classes*
- *7+ Entry into Year 3*
- *11+ Entry into Year 7*

We operate a waiting list for most year groups and when a space becomes available we will contact parents to discuss the next stages of admission. The majority of pupils join us in September at the beginning of the academic year, but many others have joined mid-year, as spaces become available.

## **Individual Needs**

Please advise the *Registrar* if your child has any special educational needs, learning difficulties, physical needs and/or disabilities and/or language needs, providing a copy of any Educational Psychologist and/or medical reports in support of your child's application, so that we can liaise with the School's *Learning Support Department* prior to your visit.

The School will carefully consider the applications of prospective pupils with individual needs and make reasonable adjustments to ensure that your child can access the School's educational provision.

## **Out of Year**

Only in very exceptional circumstances will we permit pupils to join *Beechwood* out of year.

## **Siblings**

The School does not guarantee admission to siblings of present pupils. It is the responsibility of parents to register all of their children as early as possible in the registration cycle.

## Open Mornings

Most prospective parents initially visit the School at one of our termly *Open Mornings*, which will provide you with an opportunity to:

- Tour the School with senior pupils
- Meet the Headmaster and other staff
- Chat informally to current *Beechwood* parents and governors

More details about our *Open Mornings* are available on the School's website: [www.beechwoodpark.com](http://www.beechwoodpark.com) and on the School's social media channels. If you would like to attend an *Open Morning*, please register on our website.

Following *Open Morning*, you may wish to arrange an *Individual Visit* if you would like further information.

## Individual Visits

If you would like to meet the Headmaster and tour the School on an *Individual Visit*, please contact the *Registrar*. It would be helpful if you would bring with you copies of your child's school reports over the previous four terms.

## Registering your Child

Please register your child and any younger siblings as soon as possible after the *Open Morning* or *Individual Visit*.

*Pupil Registration Forms* are included with the *Beechwood Prospectus* and are also available to download from <https://www.beechwoodpark.com>.

Please complete a *Pupil Registration Form* and pay by bank transfer the non-refundable registration fee of £100.

## Payment Details

Details for bank transfers:

*From a UK account:* 40-19-30 81296027  
*From an International Bank:* GB67HBUK40193081296027  
*Branch Identifier Code:* HBUKGB4129P

Please reference the payment with your child's name

**Please note: registering your child does not guarantee admission to the School.**

## Woodlands Nursery

There are no assessments for children joining the Nursery. Offers are made during the year preceding entry. We offer induction sessions for your child during the term before starting.

## Reception Assessments

*Beechwood* runs three assessments for *Reception* places in November:

- a) **Woodlands Nursery Assessment.** (The majority of our *Woodlands* pupils successfully secure places in the *Reception* class.)
- b) **Siblings Assessment** for siblings of current *Beechwood* pupils only.
- c) **External Assessments**

**All assessments take the age of the child into consideration.**

## **Assessment Content**

All three assessments involve a series of small group and one-to-one, age-appropriate activities.

The *Head of Junior Department*, together with other highly experienced and qualified *Junior Department* staff, assesses your child against the *Early Years Foundation Stage Areas of Learning*:

- *Communication and language*
- *Physical development*
- *Personal, social and emotional development*
- *Literacy*
- *Mathematics*
- *Understanding the world*
- *Expressive arts and design*

No special preparation is necessary for these assessments.

For external candidates, the *School* also requests a report from your child's current nursery to help us more fully to understand your child.

## **Offers of places into Reception**

We offer places within two weeks of the assessments in the following order:

1. *Woodlands Nursery* pupils who meet the assessment criteria.
2. Siblings of current *Beechwood* pupils who meet the assessment criteria.
3. Children from external nurseries in order of their assessment performance.

## **Later Assessments**

The *School* reserves the right to offer other *Assessment Days* in the Lent and Summer Terms.

## **Pupils who do not meet the assessment criteria**

The *School* recognises that children assessed at this age are very young and that they might not yet be able to demonstrate their true potential. The *School's* decision at this stage is final.

## **Assessments for entry into Year 1, 2, 3, 4, 5 and 6**

The *Registrar* will invite your child to attend an *Assessment Day* subject to the availability of places. Their *Class Teacher / Form Tutor* or pupil mentor for the day will meet them and take them to the classroom.

They will attend assembly, some lessons and, at some point in the day, we will conduct low-level assessments, including verbal, quantitative and non-verbal reasoning age-standardised tests and age-appropriate reading and writing tasks.

We will observe your child's engagement throughout the day, feeding back our findings to you at pick-up, when we should also be able to give you the results of the assessment. Occasionally, we will contact you the following day.

## **Assessments for entry into Year 7**

Year 7 is an excellent time to join *Beechwood*. There are typically between 35 and 40 pupils in Years 7 and 8 where pupils are prepared for 13+ transfer to academically selective 13+ day and boarding schools. We provide academic support to make up any knowledge shortfall in subjects such as French and Latin; and prepare the children for assessments, examinations and interviews.

Assessments are as for Year 1 to Year 6 pupils, but also include an informal interview.

### **Assessments for entry into Year 8**

Occasionally, where there are spaces, boys and girls join us in Year 8. Although halfway through the Year 7 and 8 curriculum, we have successfully guided pupils through to 13+ seniorschools. Assessments are as for Year 7 pupils above.

### **Offering a Place**

The *Registrar* will post offer letters to you as soon as possible after the *Assessment Day*, giving you **three weeks** to respond either by:

- accepting the offer (with full payment of the admission deposit), or
- declining the offer

Once the deadline is passed, the School reserves the right to offer the place to another child.

### **Waiting List**

Places sometimes become available as the year progresses so the *School* operates a waiting list for year groups that are already full. There is no guarantee that a place for a child on the waiting list will become available. The *Registrar* will keep you informed of the likelihood of admission.

### **Flexi-Boarding**

Flexi-Boarding is extremely popular for Year 5 to 8 children. Please contact the *Registrar* to discuss boarding options further.

### **Bursaries**

*Beechwood Park* offers a limited number of means-tested bursaries from Year 3 to support pupils new to the School where parental means would be insufficient to meet the fees in their entirety.

Please refer to the *BPS Bursary Policy* for further information about the availability of means-tested bursaries.

### **Admissions Decisions**

The governors delegate the admissions process and policy to the Headmaster and his staff. Their decision is final. The School is not obliged to state reasons for not offering a place to an applicant and the School does not accept responsibility for the administrative errors of parents or guardians. Acceptance of an offer is an agreement to the terms and conditions in the parent contract, which the *Registrar* issues with offer letters.

**END**