



Admissions Policy

for the whole School including EYFS

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Introduction

This policy informs you about the registration, assessment and admission arrangements that *Beechwood Park School* (hereafter '*Beechwood*') has in place to ensure a fair and equitable pupil enrolment.

Equality and Inclusion

Beechwood celebrates diversity and does not discriminate against gender (sex), race, creed (religion), colour, nationality, national or ethnic origin, pregnancy and maternity, gender reassignment or sexual orientation.

Website

www.beechwoodpark.com provides you 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 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 contact you to discuss the next stages of admission. The majority of pupils join us in September, at the beginning of each academic year, but admissions are also welcome mid-year, as spaces become available.

Individual Needs

Our experienced and highly-qualified Learning Support team offers pupils with special educational needs, learning difficulties and disabilities support to access our education, once they have met the School's academic admissions criteria. For further information, please refer to the *BPS SEN Policy*.

Beechwood will make reasonable adjustments to meet the needs of pupils with physical disabilities. For further information, please refer to the *BPS Accessibility Plan*.

If your child has a special educational need, learning difficulty or physical disability, please email copies of any Educational Psychologist and/or other educational or medical reports prior to your first meeting with the Head.

Out of Year

We prefer pupils to stay in their correct year, but occasionally a change of year group is appropriate. Please discuss this with the Registrar prior to your first meeting with the Head.

Siblings

The Head will, whenever possible and subject to availability, give preference to siblings of pupils already at the School, or those wishing to join at the same time subject to successful completing of the entry criteria. Please register all of your children as early as possible.

Open Mornings

Open Mornings provide a wonderful opportunity for you to first visit *Beechwood*, to

- Tour the School with Senior Department pupils;
- Meet the Head and other key staff;
- Informally chat to current *Beechwood* parents and governors.

More details about our *Open Mornings* are available on 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.

Individual Visits

If you would like to follow up *Open Morning* with an *Individual Visit* to meet the Head, please contact the *Registrar*. It would be helpful if you would bring your child's school reports for the previous four terms with you.

Registering your Child

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

Pupil Registration Forms are in the *Prospectus* and are also available to download from www.beechwoodpark.com.

Please complete a *Pupil Registration Form* for each child and 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 *Woodlands*. The School offers *Woodlands* places during the year preceding admission. We offer *Woodlands Induction* for your child during the term preceding admission.

Reception Assessments

Beechwood runs two November assessments for *Reception* places in the following order:

1. **Assessment of current *Woodlands* pupils.**
2. **Assessment of pupils at external Nurseries.**

All assessments take the age of the child into consideration.

Assessment Content

Both these assessments involve a series of small group and one-to-one, age-appropriate activities. The Assistant Head (*Junior Department*) and other key staff assess your child against the following *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's abilities, interests and needs.

Offers of places into Reception

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

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

Later Assessments

The *School* reserves the right to offer additional *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 however 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; A *Junior Department* teacher will meet your child at the beginning of the day. Your child will

- Attend assembly and some lessons;
- Sit a range of verbal, quantitative and non-verbal reasoning age-standardised assessments;
- Do age-appropriate reading and writing tasks.

We will observe your child's engagement throughout the day, feeding back our findings and the results of the assessments to you as soon as possible after the visit, and definitely within 10 days.

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 the majority of pupils prepare for entrance to a wide range of 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 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

Pupils are welcome to join us in Year 8. Although halfway through the Year 7 & 8 curriculum, we have successfully guided many pupils through to 13+ seniorschools. Assessments are as for Year 7 pupils above.

Overseas Pupils

For pupils who are not resident in the UK when applying for a place at *Beechwood*, we will ask for a confidential report from the child's current school. If we are able to offer a place based on the detail in that report, we will do so without further assessment. Please note that boarding is not available on Friday, Saturday or Sunday nights.

Offering a Place

The *Registrar* will post offer letters to you as soon as possible after the *Assessment Day*, providing 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.

Deposits

As outlined in the *BPS Parent Contract*, which the *Registrar* provides with the formal offer, the deposit forms part of the general funds of the *School* until it is credited without interest until the child leaves the *School* and all disbursements are accounted for.

Withdrawals and fees in lieu of notice

If you wish to withdraw your acceptance of a place AFTER submitting the Acceptance Form and paying the deposit but BEFORE your child starts at the *School* you must either give us a term's notice in writing or pay to the *School* a term's fees in lieu of notice. If you provide the appropriate term's notice, the deposit will be forfeited but no further fees will be payable.

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. We give priority according to the following list:

- Applicants with siblings already attending the School;
- Applicants with siblings registered to join the School in the same calendar year (subject to availability in all the relevant year groups);
- Applicants with siblings registered to join the School in future calendar years;
- Applicants without registered siblings.

Flexi-Boarding

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

Bursaries

Beechwood 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.

Admissions Decisions

The decision of the Head is final in all admissions matters. 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/carers. Acceptance of an offer is an agreement to the terms and conditions in the *Beechwood Parent Contract*.

Data Protection

For the purposes of data protection law, *Beechwood Park School* is the data controller for any personal data you supply to us. This personal data will be processed in accordance with data protection law, only used for the purpose(s) for which you have supplied it to us and our Privacy Notice, and (except where you have consented) only shared with third parties where it is necessary for us to do so and the law allows it. If a child is not offered a place, or if you do not accept the offer of a place, we will only retain this information for as long as we need to. Unless there are exceptional circumstances, information is kept until such time as the child is no longer of an age to apply for a place at the School, or until you request that your personal data no longer be retained. It is also important to note that, in certain circumstances, we might have a legal obligation to share the information that you have supplied to us with other organisations.

Safeguarding

In the context of the School's *Mission to Nurture, Engage and Inspire*, *Beechwood Park School* prioritises safer recruitment of all its staff as a core part of its safeguarding. All staff undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

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