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## Beechwood Park School

# ADMISSIONS POLICY

Website: [www.beechwoodpark.com](http://www.beechwoodpark.com)

Policy Number:	BWPS - 003
Policy Applicable To:	<b>Whole school – including EYFS</b>
Policy Revised By:	Headmaster and Head of Admissions
Last Review Date:	<b>November 2024</b>
SLT Reviewed Date:	November 2024
Governors Reviewed Date:	December 2024
Next Review Date:	<b>November 2026</b>

## **OVERVIEW:**

Beechwood Park is a co-educational day and flexi boarding Preparatory school for children from rising 3 to 13 years. This policy details the registration, assessment and admissions procedures for entry to Beechwood Park School.

## **CHOOSING THE SCHOOL:**

We understand the importance of deciding on the right school for your child. We feel that visiting the school personally is often the best way to understand what makes Beechwood Park special and to gain a real understanding of our rich educational offer.

We hold a number of open events throughout the year which give a general introduction to the school. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times for small group or individual tours. Please do contact our Admissions Dept for details: [admissions@beechwoodpark.com](mailto:admissions@beechwoodpark.com)

## **CRITERIA FOR ENTRY:**

Our selection process is based on academic merit and is designed to identify pupils who are able to benefit from our broad, balanced and well-rounded education. In addition to this, we seek to admit pupils who will make a positive contribution towards the life of the school and whose behaviour meets the high standards expected at Beechwood Park.

Successful children will wish to achieve their personal best and will have demonstrated interest in the wider aspects of school life. We are seeking children who want to make a difference to the world around them and will thrive in a busy, exciting learning environment that promotes independence.

The main points of entry into the school are Woodlands Nursery (rising 3), Reception, Year 3 and Year 7 with admissions into other year groups being dependent on vacancies. We will consider applications made at any time during the school year, if places are available in the year group.

## **EQUAL OPPORTUNITY:**

Prospective pupils for admission will be treated equally, irrespective of their or their parents' race, sexual orientation, religion or belief, pregnancy or maternity, gender reassignment or any disability.

We also welcome applications from pupils with disabilities or special educational needs that meet our criteria for entry and the school will do all that is reasonable to comply with its obligations under the Equality Act 2010 and the Special Educational Needs and Disability Code of Practice, 0-25 years 2014.

The school needs to be aware of any known disability or special educational need which may affect a child's ability to participate in the admissions process or to take full advantage of the education provided at the school. Parents should alert us to any disability, special educational

need or medical condition on the registration form and are expected to provide the school with any formal reports attaining to the child's diagnosis or support plan prior to completing the school's assessment process.

We advise parents of children with special educational needs or physical difficulties to discuss their child's requirements with the school before the assessments so that we can consult about the adjustments which can be reasonably made to ensure that the admissions process is accessible, and the school can cater adequately should an offer of a place be made. Please refer to our Learning Support Policy for more detail.

Parents of prospective pupils where English is an additional language (EAL) and not the first language spoken at home must alert us in the application form. Prospective EAL pupils, complete the same assessment process as other prospective pupils, but in appropriate circumstances, allowances will be made regarding the admissions tests to allow those with EAL to show their full potential. We will contact parents to ensure we address the level of support their child may require in the assessments. Please refer to our English as an Additional Language Policy.

### **MEETING A SEND CHILD'S NEEDS:**

During an assessment, or visit, a member of our Learning Support team will meet any child with special educational needs or disabilities as required.

Once an offer is made to a child with special educational, emotional or physical needs a meeting will be arranged with all relevant parties so that the team around the child can discuss the specific needs of the individual, prior to the family accepting a place in the school. The school will work with the family to ensure that the school can do all that is reasonable to continue to meet the particular needs of the child.

### **REFERENCES / REPORTS:**

We will liaise closely with the applicant's current school(s) and require previous educational settings to provide us with a reference / information regarding a prospective pupil's academic ability and progress and that they are of good character, with high standards of behaviour. We do this to ensure they have the necessary skills and ability to meet our criteria for entry and can thrive at the school. The school uses this independent information as part of the decision-making process when considering a place offer at the school.

We also ask parents and schools to provide all information that will help us to understand and make an open, honest and informed assessment of a child's needs, including any existing academic or behavioural concerns, or any assessment of need for individual support.

Parents considering transferring their child from another school must inform the other school of their plans to do so and fulfil all contractual and financial obligations to that school, before departure.

## ENTRY PROCESS AT EACH AGE AND STAGE:

<b>Woodlands Nursery Entry: N1 and N2 (Rising 3 to 4 years of age)</b>
<ul style="list-style-type: none"><li>✓ Tour and Registration</li><li>✓ The school reserves a place, which is confirmed after the 'Woodlands Welcome' meeting</li><li>✓ Invitation to a 'Woodlands Welcome' meeting for parent and child</li><li>✓ Offer of a place made / acceptance form and deposit received to secure place</li></ul> <p><b>Prior to the Nursery child formally starting, they will normally complete:</b></p> <ul style="list-style-type: none"><li>• A Discovery Visit – Stay and Play session is completed.</li><li>• A 'settling in' session is completed</li><li>• An optional 'Home Visit' or Current Setting visit is completed.</li></ul> <p><i>* Nursery pupils must meet the entry requirements of Reception (below) to transition into Reception.</i> <i>** If a child joins Woodlands Nursery in the Spring or Summer Term of the Pre-Reception year, and are planning on joining Reception, the child must pass the Reception assessment prior to being offered a place in Woodlands</i></p>
<b>Reception Entry: (4 to 5 years of age)</b>
<ul style="list-style-type: none"><li>✓ Tour and Registration</li><li>✓ Invitation to an assessment session (small group and 1:1 age-appropriate activities)</li><li>✓ Pupils are assessed against the age-appropriate Observation Checkpoints from the EYFS 'Development Matters' profile</li><li>✓ The school offers a place, subject to meeting the assessment criteria</li><li>✓ Offer of a place made / acceptance form and deposit received to secure place</li></ul>
<b>Year 1 to Year 2 Entry: (Infants)</b>
<ul style="list-style-type: none"><li>✓ Tour and Registration</li><li>✓ Invitation to spend a morning, or afternoon, session with a class, which will include some assessments on a 1:1 basis, or as part of a small group</li><li>✓ References / contact with current / previous school(s) requested</li><li>✓ The school offers a place, subject to meeting the assessment criteria</li><li>✓ Offer of a place made / acceptance form and deposit received to secure place</li></ul>
<b>Years 3 to 8 Entry:</b>
<ul style="list-style-type: none"><li>✓ Tour and Registration</li><li>✓ Short Interview and Assessment. Pupils are assessed against the Key Stage 2 (Years 3 to 6) and Key Stage 3 (Year 7 and 8) areas of learning</li><li>✓ References / contact with current / previous school(s) requested</li><li>✓ The school offers a place, subject to meeting the assessment criteria</li><li>✓ Offer of a place made / acceptance form and deposit received to secure place</li></ul>

Nursery pupils are re-assessed for entry into Reception, using the Reception entry criteria (see above) and will move through seamlessly, if they achieve as expected, for their age and stage. Once a pupil has been offered a place in Reception, there is no requirement to re-apply for the

next stage of the school journey. Pupils progress automatically to the next year group throughout the school, if they continue to achieve as expected, for their age and stage.

### **OFFERS / CONFIRMATION OF A PLACE:**

Offers will be made to pupils that meet our criteria for entry, successfully complete all aspects of the entry process, and for whom references and feedback from parents and previous schools / educational settings, as detailed above, support admission. The ongoing safety, well-being and learning potential of prospective and current pupils is always central to our decision making, as is our confidence that a prospective pupil will have the necessary skills and ability to thrive in our independent setting.

Acceptance of registration and admission into Beechwood Park School is determined by the Heads of School Section and the Headmaster and is subject to the Terms and Conditions that apply, and amendments will be made to these periodically. Updated Terms and Conditions will be provided to parents as part of the admission process and are available upon request. The school's decision to accept a registration or to offer a place is final.

Following the successful completion of the entry assessment process, a place will be offered on a 'first come first served basis' subject to availability of places in the year group. **A place is only secured upon the successful return of a fully completed acceptance form and the payment of the acceptance fee**, details of which are provided to parents when a place is offered. The allocation of places into Woodlands Nursery will be prioritised for families wishing to continue into Reception. Priority places will also be given to existing families with older siblings at the school.

The school reserves the right to postpone or stop the admissions process, withdraw an offer of a place, or cancel an existing place, if it reasonably believes that false or misleading information has been given during the registration or acceptance process in any format, including verbal or written dialogue.

Any withdrawal, once a place has been accepted, is subject to the notice periods specified in the contractual terms and conditions.

### **RECORD KEEPING AND CONFIDENTIALITY:**

All records created in accordance with this policy are managed in line with the school's policies that apply to the retention and destruction of records. A confidential admissions record will be kept for each candidate, with access limited to the admissions team. The information created, in connection with this policy, may contain personal data. The school's use of this personal data will be in accordance with data protection law. The school has a published privacy notice on its website, which explains how the school will use personal data.

### **QUESTIONS / QUERIES:**

Please contact the Head of Admissions at: [admissions@beechwoodpark.com](mailto:admissions@beechwoodpark.com) with any questions or queries regarding the school's admissions policy / process, or to register for a place.