



## **BEAUDESERT PARK SCHOOL**

### **ADMISSIONS POLICY**

Beaudesert Park School ("the School") is non-selective academically. Individual needs are taken into account to ensure children can access all areas of the curriculum leading to Common Entrance.

This policy can be made available in large print or other accessible format if required.

#### **ENTRY PROCEDURE**

The usual points of entry into the School are from four years of age (Reception) and at seven years of age (Year 3). The School also operates a Nursery taking children from the term in which they turn three. The School may also have places available at other ages. Please contact the School Secretary for details.

Applications for admission are acceptable all year round. The application for admission form is at the end of this document or can be downloaded from our website.

#### **EQUAL TREATMENT**

We welcome children from many different ethnic and racial groups, backgrounds and creeds. All candidates for admission to the School will be treated equally irrespective of their, or their parents', race, language, religion, national or social origin, culture, gender or academic ability.

#### **SPECIAL NEEDS**

The School does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, providing the School can offer them any support that they require and cater for any additional needs and that our site can accommodate them.

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 procedure and take full advantage of the education provided at the School. We strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with us before completing the application form so that the School can make adequate provision for him/her. Parents should provide a copy of an educational psychologist's report or a medical report if they have one.

The School will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she becomes a pupil at the School.

Similarly, if special education needs or a disability become apparent after admission, the School will consult with parents about reasonable adjustments in order to allow the child to continue at the School.

### THE ASSESSMENT PROCESS

There is no official entry test into the Pre-prep or Prep school, however, the Headmaster may ask to meet a prospective candidate for a brief interview. Children who receive learning support will be asked for an assessment with our Learning Support department. The School may also require further information including a report from the present school, if applicable before a place is offered.

Prospective parents and their children are invited to visit the school and meet the Head. Parents are then encouraged to register their children by completing and returning either a Nursery Registration Form or an Application for Admission Form, together with the relevant fee.

### SIBLING POLICY

Most siblings join us at Beaudesert Park. However, admission is not automatic and there may be occasions where the School judges that a sibling is likely to thrive better in a different academic environment.

### OFFER OF A PLACE

If offered a place at the School, parents are asked to confirm their acceptance by signing the Entry Form and returning this to the School with their Acceptance Deposit, thereby entering into the Parent Contract and accepting the School's Terms and Conditions, a copy of which will be provided with the Entry Form.

Children entering the Reception year are invited to spend a morning in the Pre-prep during the summer term. All other children joining the School are invited to spend the day in their appropriate year group to familiarise themselves with the School. Prospective Boarders are invited to come and spend a night, if this appropriate.

The Head and the Head of Pre-prep (where necessary) will make contact with fellow Heads when children transfer between Independent schools. In addition the Head of Pre-prep will make contact or receive reports from Nursery schools prior to the Reception children starting.

All parents will receive the relevant Year Books for the Prep school and Pre-prep Handbooks and forms in the term prior to starting at Beaudesert Park School.

### DISCOUNTS AND BURSARIES

The School offers a 10% discount of the termly tuition fees for the third and subsequent siblings in the School for parents with three or more children attending the School at the same time.

Subject to the means available from the Bursary Fund, the School also offers means tested Bursaries each academic year commencing from Year 4. Application forms can be obtained from the school office and should be submitted by the end of December

each year. Assessments will take place in February for Bursaries to be awarded for the following academic year. The decision for allocating Bursaries is undertaken by the Governing Body on the recommendation of the Governance & Compliance Committee.

## COMPLAINTS

The School hopes that parents and pupils do not have any complaints about the School's admissions process; but copies of the School's Complaints Procedure are available on our website and can be sent to parents on request.

This policy is available to parents of pupils and prospective pupils.

All admissions are subject to availability of places in the School. It is important to contact the School Secretary to see if there are any places available in a particular year group.

<b>Authorised by</b>	M Campbell <b><u>Chair of Governance &amp; Compliance Committee</u></b>
<b>Date</b> 21/11/17	
<b>Approved by</b>	M Pyper <b><u>Chair of Governors</u></b>
<b>Date</b> 21/11/17	
<b>Last Reviewed</b>	November 2016
<b>Next Review</b>	November 2018



# BEAUDESERT PARK SCHOOL

## Application for Admission

Pupil's first name *(in full)* \_\_\_\_\_

Surname *(in BLOCK letters)* \_\_\_\_\_

Date of Birth \_\_\_\_\_ Religion \_\_\_\_\_ Nationality \_\_\_\_\_

To be entered for September 20 \_\_\_\_\_ For the Nursery (Pre-Reception Year)

To be entered for September 20 \_\_\_\_\_ For the Pre-prep

To be entered for September 20 \_\_\_\_\_ For the Prep School

Father's name *(in full)* \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_ email \_\_\_\_\_

Father's Profession \_\_\_\_\_ Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

Postcode \_\_\_\_\_

Business Telephone \_\_\_\_\_ email \_\_\_\_\_

Mother's name *(in full)* \_\_\_\_\_

Address *(if different from above)* \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_ email \_\_\_\_\_

Mother's Profession \_\_\_\_\_ Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

Postcode \_\_\_\_\_

Business Telephone \_\_\_\_\_ email \_\_\_\_\_

Name and Address of present school \_\_\_\_\_

Headmaster/Headmistress \_\_\_\_\_

Does your child have any special educational needs or disabilities?

No

Yes

*If yes please provide a copy of any assessment report or further information with this Application for Admission*

For what Public School has your child been entered? \_\_\_\_\_

*Please advise the School of any changes to contact details.*

Signature of Parent or Guardian \_\_\_\_\_

Date \_\_\_\_\_

*A cheque for the registration fee of £50.00 should be enclosed (non-refundable) or payment by Bank Transfer to Lloyds TSB:*

Please give your child's surname as a reference.  
Account: Beaudesert Park School Trust Ltd  
Account No: 01727612  
Sort Code: 30-98-29

Beaudesert Park School  
Minchinhampton  
Gloucestershire, GL6 9AF

Telephone: 01453 832072  
email: office@bps.school  
Website: www.beaudesert.gloucs.sch.uk