



BEAUDESERT PARK SCHOOL

ADMISSIONS POLICY

This is a whole school policy, including EYFS.

Beaudesert Park School ('the School') is non-selective academically. Individual needs are taken into account wherever possible to ensure children can access all areas of the curriculum.

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 a year before they are due to start Reception in either the Autumn or Spring Term only. The School may also have places available at other ages. Please contact the Registrar 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 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 to access all areas of the curriculum 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, where possible, 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 educational 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 where possible.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's disability. For example, if, despite reasonable adjustments, we feel that a prospective pupil is not going to be able to access the education offered, or that his/her health and safety or those of other pupils or staff may be put at risk, we reserve the right to decline a place at the School.

THE ASSESSMENT PROCESS

While broadly speaking the School is non selective, the Headmaster may ask to meet a prospective pupil for a brief interview and conduct such assessments as may be deemed appropriate. 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 Headmaster. Parents are then encouraged to register their children by completing and returning the 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.

BURSARIES

Subject to the balance available in the Bursary Fund, the School 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 November each year. Assessments will take place in February/March 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.

Bursaries are always offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the School. Levels of support may vary with fluctuations in income or changes in parental circumstances.

The School's expectation is that parents who do not choose to apply for a bursary at the time that they register their child will not require financial support throughout the time that their child attends the School, except in wholly unforeseen circumstances.

Our Bursary Policy can be viewed on our website or can be obtained from the School Office.

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.

New children joining the School are invited to spend at least half a day in their appropriate year group to familiarise themselves with the School in the term prior to their enrolment.

The Headmaster or the Head of Pre-prep (where necessary) will make contact with fellow Heads when children transfer between 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 for the Pre-prep, prior to starting at Beaudesert Park School.

COMPLAINTS

The School hopes that parents and pupils do not have any complaints about the School's admissions process. However, a copy of the School's Complaints Procedure is available on our website and can be sent to parents on request.

DATA PROTECTION

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice and Record Keeping Policy. The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose.

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 Registrar to see if there are any places available in a particular year group.

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

Authorised by	C Kay <u>Chair of Governance & Compliance Committee</u>
Date 23 rd November 2021	
Approved by	M Pyper <u>Chair of Governors</u>
Date 23 rd November 2021	
Last Reviewed	November 2020
Next Review	November 2022



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

DATA PROTECTION

This data is processed as necessary in the normal course of business to provide an education to your child and to enable the School to maintain contact with you. Personal data collected by the School will remain within the School except where we are required to share such information with third parties, such as professional advisors (lawyers and accountants) or relevant authorities (HMRC, police or the local authority). The School retains personal data securely and only in line with how long it is necessary to keep for a legitimate and lawful reason. For more information please see the School's Privacy Notice which can be found on the School website.