

BEECH LODGE SCHOOL

ADMISSIONS POLICY

Introduction

Beech Lodge School is an Independent Day School for boys/girls aged 7 to 17 years.

The aims of this policy are:

- to set selection criteria and procedures that are fair to all applicants. No applicant will be treated less favourably during the application process or during assessment on the grounds of their skin colour, race, ethnic or national origin, gender, gender reassignment, religious faith or belief, sexual orientation, socio-economic group, pregnancy and maternity, disability or special educational needs.
- to identify applicants whose academic and other abilities appear to match the ethos and standards of the School and whose personal qualities suggest they have the potential to contribute sufficiently to the School community and benefit from the many opportunities that are offered here.
- to ensure compliance with the School's charitable purposes.
- to comply with the School's obligations under the Equality Act 2010.

This policy can be made available in larger print or more accessible format if required.

Conditions of Admission

It is a condition for admission that:-

- all applicants meet the selection criteria for admission
- any conditions of entry to the School are fulfilled
- the School receives payment of an Acceptance Deposit

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- the applicant is of appropriate age and maturity
- the School can adequately cater for and meet the needs of any disability and/or special educational needs.

Admission to the School is at the Head's discretion.

Selection

The selection criteria for entry to the School in to any Year is fair to all applicants and entails:-

- Consideration of existing professional and school reports by the Headteacher of Beech Lodge School, the school's Educational Psychologist and other relevant professionals
- Observation in the child's current setting and discussion with school staff
- an interview with the Head to ensure the applicant has the potential to contribute and benefit from School life and educational opportunities offered by the School
- A trial period at Beech Lodge (usually half a day)

Admissions procedure

Pupils may enter the School at any age providing there is a space in the appropriate class.

Parents are invited to visit the School and meet with the Head if they are interested in applying for a place at the School.

The admissions procedure is then as follows:

- Registration. Every parent is asked to register their child by completing the Registration Form and paying a non-refundable registration fee. This does not constitute an offer or guarantee of a place at the School.
- interviews with the Head, consideration of reports from external professionals such as Educational Psychologist and discussion with the previous school

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- A conditional offer of a place may be made. Any conditions of an offer of a place will be set out in the offer letter. An offer of a place will not be confirmed until satisfaction of any conditions of entry. An offer of a place at the School will be subject to the School's terms and conditions.
- Parents accept a place by completing the Form of Acceptance and paying an Acceptance Deposit.

Special Needs and Disabilities

The School welcomes all applicants irrespective of any learning needs and/or disabilities. However, its facilities (physical and otherwise) for pupils with significant learning difficulties and/or physical disabilities are currently limited. The School will do all that is reasonable to comply with the Equality Act 2010 so that the School may accommodate the needs of disabled applicants for which, with reasonable adjustments, the School can cater adequately.

The School will do all that is reasonable to ensure the application procedure (and any information about the School) is accessible for disabled applicants and will make such reasonable adjustments as necessary.

Parents must inform the School when submitting a Registration Form of any special circumstances relating to their child which may affect their child's performance in the admissions process and ability to fully participate in the education provided by the School.

Parents of disabled children may be invited to a preliminary meeting with the Head to discuss ways in which any disadvantages could be lessened or eliminated from the admissions process and to ensure that the applicant can be adequately catered for should an offer of a place be made.

The School may request further information, such as a medical certificate or educational psychologist's report, and any associated correspondence from the pupil's current school that the School considers necessary to make a fair assessment.

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If, after reasonable adjustments have been considered, the School is unable to adequately cater for the needs of those children with disabilities, parents will be informed why an offer will not be made.

If an applicant's disability becomes apparent after admission, the School will consult with parents about what reasonable adjustments, if any, can be made in order to allow the child to continue at the School. If, after reasonable adjustments have been considered, the School is unable to adequately cater for and meet the needs of the pupil, the Head may request parents to withdraw their child. Fees in lieu will not be payable in these circumstances and the Acceptance Deposit will be returned.

Bursaries

Means-tested Bursaries are available which represent a discount of up to 25% of the school fees. Bursaries are offered for pupils whose parents have limited means. Any award of a Bursary is subject to an evaluation and annual review by the Proprietor and may be varied upwards or downwards depending on individual parents' circumstances. Every award of a Bursary is at the discretion of the Proprietor.

Complaints

In the event of any dispute regarding admissions, parents are referred to the Complaints Procedure, which can be made available upon written request.

December 2016

Review date December 2017

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