



## 15a Admissions Policy

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|--------------------------------|-----------------------|
| <b>Review cycle:</b>           | Every 3 years         |
| <b>Review by:</b>              | SMT, G(A&M), G(Board) |
| <b>Last Governor Approval:</b> | Spring 2020           |
| <b>Next Governor Approval:</b> | Spring 2023           |

**Policies linked to:**

- Policy Statement for Children with Special Educational Needs and/or Disabilities (SEN/D)
- Accessibility Plan
- Equal Opportunities and Anti-prejudicial Discrimination Policy for Pupils
- Educational Bursaries Policy and Procedures

**This document also appears on:**

- School Website
- Staff Intranet

## Policy

**Admission to The Beacon may be into any year group providing a boy is capable of managing the demands of the School, will benefit from an education at The Beacon and where a place is available.**

## Procedure

### Entry Points

Entry to all year groups is at the discretion of the Headmaster. The usual points of entry are: Reception (age 4+), Year 3 (age 7+) and Year 7 (age 11+) but candidates may be considered for occasional vacancies in other year groups. There is significant competition for places and so all are subject to availability and assessment.

### Early Years (Reception, Age 4+)

Entry to Reception is by date of registration\* and parents are therefore advised to register their sons well in advance of the required entry year. At this age there is no formal assessment for entry into Reception, however, boys will be asked to attend a morning 'Taster Session' which will include an informal assessment of suitability by Reception teaching staff prior to an offer being made. Parents will be given informed feedback should an offer not be made. For most boys this informal assessment process takes place in the September prior to entry.

*\*Date of registration is defined as the date on which the school receives the registration form **and** the registration fee.*

### Key Stage One, Two and Three (Years 1 – 8, Ages 5+ to 12+)

Admission to the School from Year 1 onwards is subject to a general assessment of a child's abilities that is dependent on age and is conducted through a mixture of tests, informal interview and reports from his current school. This assessment will not take a form for which pupils and parents can prepare and will gently assess a pupil's aptitude and ability but not attainment. It is important that the Headmaster can make a judgement whether or not a child is likely to benefit from the education on offer within the context of the School's stated aims, ethos and behaviour policy. In the event of an offer of a place not being made, the Headmaster (or his appointed deputy) will give an explanation to the parents, in writing if requested, as to the reasons why it was felt that such an offer was not deemed appropriate.

### Special Circumstances

The Beacon recognises that a candidate's performance may be affected by particular circumstances, for example:

- a) if he is unwell when taking tests or has had a lengthy absence from his school;

- b) if there are particular family circumstances such as a recent bereavement;
- c) if there is relevant educational history, for example education outside the British system;
- d) if the candidate has a disability or specific learning difficulty;
- e) if English is not the candidate's first language

In any of these cases, the School may request supporting information such as a medical certificate or educational psychologist's report, or details from the pupil's current school (including samples of work) in order to make a fair assessment.

### **Registration**

Boys must be registered prior to attending an Assessment/Taster Day. The registration form must be completed, signed by the parents and accompanied by a non-refundable registration fee of £125. This can be paid by cheque, internet banking or by debit card through the School Office.

### **Allocation of places**

The Beacon is a selective school. Places are allocated by the Headmaster or, in his absence, his appointed deputy. In the event of a year group being full, the school will place a child on a waiting list.

Following a competitive assessment for the main entry points at age 7 and 11 (Year 3 and Year 7) parents are informed either that their son:

- has been offered a place at The Beacon; or
- he has been placed on a Waiting List. Their son has passed the assessment but there were more successful applicants than places available and he will be offered a place should one become available; or
- he has not been offered a place at The Beacon.

### **Siblings**

The Headmaster will, whenever possible and subject to availability of places, give preference to siblings of pupils already at the school. Admission is not automatic for siblings and there may be occasions where, in the school's judgement, another school would be more suitable.

### **Waiting List**

A waiting list will be maintained in chronological order by date of registration. From time to time, however, the Headmaster reserves the right to offer places to siblings or to a boy not at the top of the waiting list.

### **Deposit to confirm the offer of a place**

When a firm offer has been made in writing, parents will be invited to complete a form to confirm their acceptance and will be asked to pay a deposit of 50% of the joining term's fees to secure the place. This deposit is non-refundable in the event of the child not subsequently taking up the place as arranged. 50% of this deposit will be deducted from fees to be paid on the second term after joining. The remaining deposit will be held over until the end of the pupil's last term at the school and refunded subject to any and all financial obligations being met by the parents or unless the parents wish to donate the Acceptance Deposit to the School's Bursary Fund. For further information please refer to our Parent Contract Terms and Conditions on our website:

<http://www.beaconschool.co.uk/2374/admissions/terms-conditions>

### **Cancellation/Fees in lieu of notice**

All parents are bound by the School's Terms and Conditions as accepted at the time the deposit is paid. A copy of the Terms and Conditions is available on the School's website and at any time on request. Should a child be removed from the School without a full term's written notice having been received the parents will be liable to a full term's fees. If a parent decides to cancel their child's place before entry, written notice must be received by the first day of the preceding term or a term's fees will become due in lieu.

### **Equality**

The School is a mainstream day school, has a Christian ethos and welcomes staff and children from many different ethnic groups, backgrounds and creeds. Human rights and freedoms are respected. At present, our physical facilities for the disabled are limited, but we will do all that is reasonable to ensure that the School's culture, policies and procedures are made accessible to boys who have disabilities and to comply with our legal and moral responsibilities under equality legislation, in order to accommodate the needs of applicants and pupils who have disabilities for whom, after reasonable adjustments, we can cater adequately. Please refer to the School's Equal Opportunities and Anti-prejudicial Discrimination Policy for Pupils and our Accessibility Plan, which are available on our website.

### **Special Needs, Learning Difficulties and Disabilities**

The School needs to be aware of any known disability or special educational need, which will affect a child's ability to participate in the admissions procedure and to take full advantage of the education provided at the School. Parents of a child who has any disability or special educational needs must provide the School with full details prior to the admissions procedure, at registration, or subsequently before accepting the offer of a place. Failure to submit such information may result in breach of contract.

In order to cope with the academic demands of the School, pupils need to be fluent English speakers. We may recommend that some children, whose first language at home is not English, receive tuition in English as an additional language, although this tuition is provided at school, it is at the parent's expense.

### **Progression within the Pre-Prep and from the Pre-Prep to the Prep**

Progression from Early Years (Reception) to Key Stage One (Year 1) will be based on teacher assessment and a satisfactory Early Years Foundation Stage Profile (the specific criteria for which are available from the Head of Pre-Prep on request).

Progression from The Beacon Pre-Prep (Year 2) to The Beacon Prep (Year 3) will be based on a satisfactory performance in standardised tests and teacher based assessments (the specific criteria for which are available from the Head of Pre-Prep on request).

### **Bursaries**

We offer a limited number of means tested awards of up to 100% of fees for those entering into Year 3 and above who meet the School's entry criteria. Please contact the Director of Finance and Operations for further information and see our Educational Bursary Policy and Procedures on our website.