



## **Admissions Policy**

<b>Review cycle:</b>	Every 3 years
<b>Review by:</b>	SMT, G(Ed), G(Board)
<b>Last Governor Approval:</b>	Spring 2024
<b>Next Governor Approval:</b>	Spring 2027
<b>Current Version:</b>	10

### **Policies linked to:**

- Policy Statement for Children with Special Educational Needs and/or Disabilities (SEN/D)
- Accessibility Policy and Plan
- Equal Opportunities and Anti-prejudicial Discrimination Policy for Pupils
- Headmaster's Bursary 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 child 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: Nursery (age 3+), 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 (Nursery, Aged 3+ and Reception, Age 4+)**

Entry to Nursery and Reception is by date of registration\* and parents are therefore advised to register their child well in advance of the required entry year. From September 2026, the Nursery will transition to a co-ed setting. At this age there is no formal assessment for entry into Early Years. Registered children are invited in small groups to a short, informal play session with our Early Years' staff, where they are observed on their age and stage appropriate development and their social interactions. Our staff will speak to current settings to request more information about a child's development and suitability for the school. We may also request to visit a child at their current setting. For most children, this informal assessment process takes place in the October prior to entry.

The Beacon is now registered for the Early Years Government Funding, providing families with the opportunity to access 15 hours of funded childcare per week (term time only) for children aged 3-4 in our Nursery. For more information, please see the Nursery Admissions Policy.

*\*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+)**

Entrants to Years 1 to 8 will be invited to an Assessment day to enjoy a variety of lessons. Assessment is dependent on age and is conducted through a mixture of tests, informal interview (Years 7 and 8) and reports from their current school. We will also request a reference from their current school. This assessment is not one 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 The Registrar) 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 they are unwell when taking tests or have had a lengthy absence from 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**

Children must be registered prior to attending an Assessment. The online registration form must be completed, with an online signature by a parent or legal guardian and accompanied by a non-refundable registration fee of £150.

## **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 child:

- has been offered a place at The Beacon; or
- they have been placed on a Waiting List. Their child has passed the assessment but there were more successful applicants than places available and they will be offered a place should one become available; or
- they have 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 child 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 via email, parents will be invited to complete an online form to confirm their acceptance with two electronic signatures required unless some other arrangement has been made with the school. An Acceptance Deposit of £1500 is payable when you submit the Acceptance Form to secure the place. The 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.

### **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 Beacon is currently a mainstream day school for children aged from 3-13 years. The School is non-denominational but 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 although step free access is available across the majority of the site. We will do all that is reasonable to ensure that the School's culture, policies and procedures are made accessible to children who have disabilities. We comply with our legal and moral responsibilities under equality legislation in order to accommodate the needs of applicants and pupils who have disabilities for which, after reasonable adjustments, we can cater adequately.

The School will do all that is reasonable to comply with its legal and moral responsibilities under the Children and Families Act 2014, the SEN and Disability Code of Practice 2015 and the Equality Act 2010 in order to accommodate the needs of applicants who have such disabilities for which, with reasonable adjustments, the School can cater adequately.

### **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 Beacon. 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 cannot always be offered within the school's provision. EAL pupils' needs can usually be met through a normal, differentiated curriculum. The LSC staff would be part of the monitoring of EAL pupils to ensure that they are making progress.

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

Progression from Early Years 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 Headmaster's Bursary Policy and Procedures on our website.