

Admissions Policy & Procedure

Standard 6 (3) (a-g) ISI Regulations (2015)

Date: August 2018

Review Cycle: Annually

Next Review Date: August 2019

Bredon School is owned and operated by Cavendish Education; the Proprietary Body also known as the Governing Body. Any reference to Governor's means any Director of Cavendish Education.

This Policy document is one of a series of Bredon Policies that, taken together, are designed to form a comprehensive, formal Statement of Bredon's aspiration to provide an outstanding education for each and every one of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this Policy needs to be read alongside all of these Policies in order to get the full picture; in particular it should be read in conjunction with the ***Equality Policy, The Health and Safety Policy and the Safeguarding Children and Child Protection Policy.***

All of these Policies have been written, not simply to meet statutory and other requirements, but to evidence the work that the whole School is undertaking to ensure the implementation of its core values:

'To be a small, family school that genuinely focuses on the individual; ensuring each pupil reaches his or her personal potential and destination by way of a rich and diverse journey based on breadth of opportunity, support and continuously striving towards excellence.'

In all Bredon Policies, unless the specific context requires otherwise, the word "parent" imports the meaning parent, guardian, carer or any person in whom is vested the legal duties and responsibilities of a child's primary caregiver.

Bredon employs the services of the following consulting companies to ensure compliance is met and the best practice is implemented:

**Peninsula HR Online
Peninsula Business Safe (Health and Safety)
Atlantic Data (DBS)
Educare (online CPD)**

Bredon School deals with all applications for admittance in strict order of receipt. We support students with dyslexia, dyspraxia and other specific learning needs to achieve their potential in a caring, nurturing environment. Bredon is not a selective entry school.

Bredon has a justified reputation for its expertise in the area of Special Educational Needs however; it is not a school that can cater for pupils who have acute special educational needs, where the level or nature of the needs is beyond that of our staff and/or resources.

The school will not normally accept pupils with behavioural difficulties, though we acknowledge and can deal with many of the minor behavioural issues that are often evident through frustration, etc. in children with SpLD. Bredon School is not equipped to deal with pupils who may require restraint.

Admission and entry will be subject to the availability of a place and the pupil satisfying the admissions requirements at the time.

The school operates an Equal Opportunities Policy and adheres to the Disability Discrimination Act.

Admissions Procedure:

Initial enquiries are dealt with by the Admissions department. There is no formal entrance examination. School reports will be requested for non-SEN pupils.

School and specialist reports (educational psychologist, occupational therapist, outside agencies, etc.) will be required. These will be examined by the age appropriate SENco and a report given to the admissions panel.

Statemented pupils have full entitlement and inclusion in all aspects of the school, when the school is satisfied that it can fully provide for their needs. The school will make recommendations based on staffing / resourcing / need / entitlement and at this point may decide to accept the pupil.

An invitation to visit and tour the school followed by an interview with the Headteacher. If only the parents attend and they are keen to pursue the placement further, they will be requested to return on another occasion with their son/daughter.

Following a successful interview the pupil will be required to attend Bredon as a 'guest'; usually for a period of three / five consecutive days (as a boarder or day pupil, depending on the status they require). If this is not possible, alternate arrangements can be made (e.g. initially one day building to a week). Following the guest days, if all parties feel they have been successful and that the school can provide for the pupil's needs, and then a placement will be offered in writing with a acceptance date to return all paperwork and deposit to secure the place.

If the pupil lives abroad, they may start school and the first start week(s) be regarded as the 'guest' period. If all parties feel that the guest days were successful and that the school can provide for the child then the placement will be made permanent in writing.

If there are concerns following the guest days, then the school or the parents can request another taster period.

It may be necessary to accept the pupil on a probationary period for half a term e.g. if reports have not been seen or the pupil has not been interviewed prior to entry, or if the protocol has been followed, but the school is not totally sure that the placement is appropriate for the pupil in terms of the levels and type of support it would need to provide for the child. If a probationary period is put in place, then a decision will be made at the end of the probationary period to either confirm the placement or make alternative arrangements for the application.

Bredon School will record all admissions of guest/taster pupils and maintain accurate attendance registers of all pupils within the school.

Note: *Reference should be made to Point 3 on the school's Standard Terms and Conditions document. (See website or copy available from the Bursar)*

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Head Teacher