



## **Admissions Policy & Procedure**

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

Date: August 2022

Review Cycle: Annually

Next Review Date: August 2023

### **Introduction**

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 pupils 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 obtain 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)**



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Bredon School is a dyslexia specialist mainstream independent school. All applications for admittance are dealt with in strict order of receipt. We have clear admissions criteria and through these we are able to decide if we can support and, most importantly, meet the needs of any applicant.

Our primary offer is to support pupils with dyslexia and dyscalculia to achieve their potential in a caring, nurturing environment.

Bredon has a justified reputation for its expertise in the area of dyslexia however, Bredon 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 expertise and/or resources.

Bredon School does not accept pupils with behavioural difficulties or pupils who require high levels of academic or pastoral support, though we acknowledge and can deal with many of the minor behavioural issues that are often evident through frustration, etc. in children with dyslexia and dyscalculia. Bredon School is not equipped to deal with pupils who may require restraint.

Admission and entry is subject to the availability of a place, the pupil satisfying the necessary criteria set out above, and successful completion of the admission procedure detailed below.

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

## **Admissions Procedure**

### **Providing information about your child and their learning needs**

In the first instance, we will ask you to provide copies of your child's most recent school report (including teacher comments), and if applicable, an Educational Psychologist's report or Education, Health and Care Plan (EHCP) (if they have one), plus any other relevant documents. These will be reviewed by our SENCO who will confirm whether, based on the information provided, it is likely that we would be able to support your child's learning needs at Bredon. If our SENCO has any concerns or reservations then we will be able to let you know very early on in the process and it may be that we are unable to proceed with an application for your child. Please note



that it can take between one and two weeks for the documents to be reviewed due to the volume of enquiries we receive.

### **Arrange a visit**

If the Admissions Team and SENCO feel we can meet the learning needs of the child and the applicant falls into either category 1 or 2 (note: Internal Document regarding student profile), the next step is to come and visit us; either by arranging an individual visit or by attending one of our Open Mornings. On an individual visit you will be shown around the School by one of the Admissions Team or senior members of staff and, wherever possible, we will also arrange a 1:1 meeting for you and your child with our Headmaster, or one of his Deputies. It may be that the Headmaster is able to offer a place following this meeting.

If a pupil falls into category 3, the admissions process will be decided by an internal panel, led by the Headmaster. This may result in a taster experience being offered and an additional interview, or where we feel we cannot meet need, a request being rejected.

At Open Mornings, the tours are conducted by current pupils and there will be an opportunity to meet key members of staff. Please note that if you have any concerns over whether Bredon is the right fit for your child prior to booking onto an Open Morning, please contact the Admissions team in advance to discuss further.

### **Arrange a taster experience and register for a place**

Having provided reports and visited the School we hope you will wish to continue to the next step which is to arrange a taster experience ("Taster") for your child. At this point, you will also be asked to formally register your child for a place by completing an application form and paying an application fee (please refer to the current fee schedule).

The taster is a required element of the admissions process and involves your child coming to stay with us for either three consecutive days (day pupils) or five days and nights (boarding pupils). Prospective pupils should do their taster in the academic year prior to entry. During his or her taster, your child will shadow a pupil from their current year cohort, attending a full programme of lessons and activities. The taster is also an opportunity for us to assess how well your child would fit in at Bredon, socially and academically. If there are concerns following the guest days, then the School can request another taster period.



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### **Offer of a place**

We hope your child will thoroughly enjoy their taster experience and leave us feeling positive about the possibility of joining Bredon in due course. However, sadly not all prospective pupils will be offered places following their taster so we urge you to manage your child's expectations accordingly.

As a general rule, the Admissions Team and other key staff meet with the Headmaster on a Monday to discuss the previous week's tasters and to decide which children will be offered places, based on their performance during their taster and staff feedback.

An email, followed by a formal letter from the Headmaster, will be sent to you but you are very welcome to phone the Admissions Team on the Monday afternoon to find out whether your child has been successful. All offer letters have within them a clause that allows either party to withdraw the child in question from Bredon School after an agreed period of time, should either party feel that the placement is not working. Please note that where a child holds an EHCP, the relevant Local Authority will also be informed.

### **Accepting your child's place**

In order to accept your child's place, you will need to sign an Acceptance Form (contract) and return it to us along with a Health Form and an acceptance deposit (please refer to the current fee schedule). These will be sent to you with the Headmaster's offer letter.

The standard deadline for accepting an offer of a place is four weeks. However, we realise that this is not always possible, particularly where families are in the process of applying for an EHCP. In such cases, we are usually able to extend the deadline (depending on space). We do request that you keep us updated on a regular basis.

Bredon School will record all admissions of 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)

*Admission to Bredon School in the Junior School and Senior School does not guarantee admission to the Senior School and Sixth Form.*

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Headmaster