

Admissions Policy & Procedure

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

Date: October 2024
Review Cycle: Annually
Owner: Registrar
Next Review Date: September 2025

Introduction

Bredon School is owned and operated by Cavendish Education; the Proprietary Body also known as the Governing Body. Any reference to governors 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)
Schoolpro LLP**



Introduction

Bredon School is a dyslexia specialist mainstream independent day and boarding 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 and encourages applications from pupils from a wide range of backgrounds and cultures.

Admissions Procedure

The majority of applications we receive are for a September intake, however, we are also happy to consider in-year applications, provided we have places in the year group.

We encourage parents to enquire about our school via the school website and using our online enquiry form. This will enable us to collect as much useful information which is relevant to your application. Once the enquiry form has been received, we will contact you to discuss your application in more detail. We also understand that parents like to discuss their enquiry at the earliest stage and welcome email and telephone calls in the first instance if parents prefer.



Providing information about your child and their learning needs

Once we have discussed your enquiry, we will ask you to provide copies of your child's two most recent school reports (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 supporting documentation. These will be reviewed by our SENCO team 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 by arranging an individual visit. 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.

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.

Tours are conducted by our Admissions Team and there will be an opportunity to meet key members of staff during your visit to us. Please note that if you have any concerns over whether Bredon is the right fit for your child prior to booking, 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 three to 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.

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. 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 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. We will also request a Headteacher's reference from your child's current school. Places are offered only when in receipt of a satisfactory completed reference form that will be signed by the current school's Head. .

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 to find out whether your child has been successful. 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 three 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.



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If we know that you are going through the EHCP process when an offer is made, the costs of any required Additional provision will need to be agreed with your local authority. If however, your child is offered and accepts a place at Bredon and then subsequently applies for an EHCP, there is a possibility that the School will not be able to meet the provisions outlined in section F of the EHCP if one is awarded. This can also apply to current pupils applying for an EHCP

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.

Sibling Policy

At Bredon School, we encourage applicants of siblings. However, siblings will be subject to our normal admissions process and unfortunately, there may be instances where we cannot offer a place if, for example we cannot meet the needs of the child.

Bursaries

Bredon School is part of a Limited Company Group, operating under the parent company, Cavendish Education. As such, we do not have a charitable status and cannot enjoy many of the benefits. This makes our ability to offer bursaries very limited. As such, we encourage parents to secure funds via an EHCP, or have the ability to meet the school fees before applying to Bredon.

If however, you feel you are in need of some assistance, we can of course consider this, but the Admissions process should be followed first to establish the suitability of Bredon School. Bursary applications are normally considered at the start of the Spring Term.

For existing pupils, normally on roll for at least one year or whose parents have exhibited a significant permanent change in financial circumstances, it is possible to apply for a Hardship Award.

Scholarships

Bredon School is a small independent school that specialises in supporting pupils with Dyslexia and Dyscalculia. As such, Scholarships are offered only in the most exceptional of circumstances. If you believe that your child may be suitable, please discuss this with one of the admissions team.

**International Pupils**

We welcome applications from overseas pupils, provided there is a legal right to enter the UK and study here and that they have a responsible adult living in the UK as their legal guardian.

International pupils with special educational needs will be assessed in line with our SEN assessments.

International pupils are subject to a different deposit and boarding fee. Parents are also required to pay the first year fees in advance in order to secure a CAS.

We use The Westwood Organisation to assist us with all visa applications and act only on advice provided by them.

Terms and conditions

Bredon School Terms and Conditions are made available to parents during the admissions process and are subject to updates. The latest terms and conditions are also available on request.

Data Records

As per our School Privacy Notice, Records Management Policy and Data Protection Policy, all of which are available on the school website, pupil records are kept for as long as is legally required of us, only for the purposes of providing education and are not shared with third parties for marketing purposes.

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Headmaster