

ADMISSIONS POLICY

Overview

Bickley Park School is an academically selective, independent school for boys between the ages of 2 ½ and 13 years. Girls between the ages of 2 ½ and 4 years, whom are siblings of boys at the school, are accepted in the nursery. We welcome applications from boys from all social or cultural backgrounds who will benefit from an academically challenging education and who will contribute fully and enthusiastically to the ethos and wider life of the school.

The school seeks to ensure that prospective pupils with a disability are not treated less favourably, or unfairly and will take reasonable steps to ensure that such pupils are not placed at a disadvantage in the admissions process.

Our main points of entry are:

September and January	- Lower Nursery	- age 2 ½ years
September and January	- Nursery	- age 3 years
September	- Reception	- age 4 years
September	- Year 3	- age 7 years
September	- Year 7	- age 11 years

We do occasionally have spaces for entry into our other year groups, subject to availability and waiting lists.

Aims and Objectives

- To provide prospective parents with meaningful information about the school.
- To ensure that all applications are treated on merit and in a sensitive manner.
- To ensure that the admissions process runs smoothly and is as uncomplicated as possible.

Admissions Procedure

- All prospective parents are invited to tour the school and to meet the Head.
- Prospective pupils will be considered as applicants for admission and possible entry once the completed Registration Form has been returned to the school and the non-refundable registration fee of £100 has been paid.
- Prospective parents are required to provide the following:
 - A copy of the child's full birth certificate.
 - A copy of the child's most recent report from their current setting.
 - Details of any learning difficulty, special education need or disability.
 - Copies of any education psychology report or other formal assessment if relevant.
- All prospective pupils are assessed for entry prior to the offer of a place being made.
- To accept the offer of a place, prospective parents are required to read the terms and conditions as supplied and sign and return the acceptance form. The deposit, comprising half of the first term's fees (£500 for nursery), is also required to secure the offer.
- The pupil will then be deemed as an accepted applicant for entry at the agreed time.

Assessments

- Bickley Park School is an academically selective school and, from Reception level upwards, each child is assessed for entry in terms of aptitude and ability according to such criteria as may, from time to time, be determined by the Head, working in conjunction with the Board of Governors and the Senior Leadership.
- **Nursery** - Assessments / taster sessions for prospective nursery pupils will consist of a visit to the nursery, where staff will assess the prospective pupil's communication and language, along with their personal, social, and emotional development. From time to time, prospective pupils may be invited back for a second time, or a visit to the child's current setting may be requested. The sessions are very informal and no preparation is required prior to the visit.
- **Reception** - Assessments for prospective Reception pupils will consist of a visit to the school, along with other applicants. Staff will assess the prospective pupil's communication and language, along with their personal, social, and emotional development. Literacy and Mathematics skills will also be noted. From time to time, prospective pupils may be invited back for a second time, or a visit to the child's current setting may be requested. The sessions are very informal and no preparation is required prior to the visit.
- **Years 1 – 8** – Assessment for prospective pupils in Years 1 – 8 will consist of a visit to the school. Prospective pupils will undertake a number of tests to establish academic ability. The school may also invite the prospective pupil back for a second visit before a decision is made as to whether a place is to be offered. The class teacher and or Head Teacher of a prospective pupil's current school may also be contacted in person as part of the admissions process, in consultation with the prospective parents.

- As a guide, pupils will usually be invited for assessment at the following times during the year:

	September Entry	January Entry
Lower Nursery	April / May	October
Nursery	March	October
Reception	October and February	
Years 1 to 8	As Applications are received	

Fees

All fees are payable at the start of term. Where difficulties might potentially be encountered with meeting this deadline, parents should speak to The Bursar in advance before falling behind with payments. Failure to adhere to this policy may result in the exclusion of a pupil until fees are paid.

Scholarships

Scholarships are offered for entry into **Years 3 and 7**, to pupils who show academic, musical or sporting aptitude. Information about the assessments in regards to scholarships is available on request.

Bursaries

Our aim is to ensure that Bickley Park School is accessible to all students, irrespective of parental income. Bursaries can be offered to pupils already in the school whose families have suffered sudden and unexpected financial hardship. Any prospective pupil is also eligible to apply. The offer of a bursary is dependent upon the child's performance in entrance exams and interview and is at the Head's discretion.

Bursaries may be offered to parents of pupils in **Years 3 – 8 only** and are at the discretion of the Head and the Bursar.

Appeal

Parents have the right to appeal against an unsuccessful application using the school's Complaints Procedure. This can be found under School Policies, Complaints Policy.

Author	ES	
Date Approved	October 2017	Chairman – MH
Date Approved	October 2017	Headmaster – PW
Date for Next Review	October 2019	