



**BICKLEY PARK
SCHOOL**

Admissions Policy

Policy Review & Update Process			
Member(s) of SLT responsible for update	Head		
Sub-Committee responsible for review	Full Board		
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Bickley Park School (DfE number 305/6002) is a member of the Sevenoaks Family of Schools and legally part of Sevenoaks School, a company limited by guarantee (4908949) and a registered charity (1101358) with a registered office at Sevenoaks School, High Street, Sevenoaks, Kent TN13 1HU. Any reference to governors, the governing body or the chair of governors refers to the governing body of Sevenoaks School. Any reference to local governors refers to the non-executive members of the Bickley Park School Local Advisory Board.

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GENERAL

Bickley Park School is an independent school for children from ages 2 ½ to 13 years. The School has around 320 pupils.

Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Bickley Park School. We usually hold a number of open events throughout the year, which give a general introduction to the School. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times and hold regular tours for small groups. Please contact the School's Head of Admissions to arrange a visit on 0208 4672195. If it is not possible to hold open events or arrange school visits because of circumstances beyond the School's control, then the School will publish the alternative arrangements on our website.

THE ENTRY PROCEDURE

Bickley Park School is an academically selective school. Selection is based upon academic merit which is assessed through an entry examination, an interview at the School, previous school reports and other relevant information. We may also request to speak to the candidates' previous school. Our selection process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the School.

Our usual points of entry are:

- Nursery (2 ½ years old)
- Pre-School (3 years old)
- Reception (4 years old)
- Year Three (7 years old)
- Year Seven (11 years old)

The School may also have occasional spaces in other year groups, subject to availability and waiting lists. Please contact the Head of Admissions for details.

Applicants for admission should ideally register by October of the year preceding the desired year of admission.

The School's Application Form is available from the Head of Admissions.

EQUAL TREATMENT

Bickley Park School's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Bursaries are offered to make it possible for as many as possible who meet the School's admission criteria to attend the School. The School's provision for bursaries is described below.

ADMISSIONS POLICY

Bickley Park School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, disability, gender reassignment, sexual orientation, or social background.

SPECIAL EDUCATIONAL NEEDS

Bickley Park School does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, provided we can offer them any support that they require and cater for any additional needs and that our site can accommodate them. We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

Our policy is to apply our admission criteria to all potential pupils. We require parents of children with special educational needs, disabilities or allergies (suspected and diagnosed) to discuss their child's needs with the School at the outset of the admissions process so that we can make adequate provision for them.

When making an application, Parents are required to provide full details of all relevant information, including any reports (including any educational psychologist reports, medical reports or other relevant expert third party reports), materials or information about their child's needs, and this may include any final or draft EHC Plans. This is so that the School can assess their child's needs and consult with parents about any adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to meaningfully access the education offered and that we are able to ensure their health and safety, and the health and safety of others.

Where parents of a prospective pupil feel their child requires adjustments, the School will discuss with parents (and their child's medical advisers, if appropriate) the adjustments proposed and whether they can reasonably be made for the child if they were to become a pupil at the School.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's special educational needs and/or disability. For example, if, despite reasonable adjustments (in the case of disability), we feel that a prospective pupil is not going to be able to meaningfully access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, we may not be able to offer a place at the School.

Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and the pupil starting at the School. The School requires parents to be pro-active in updating the School as to any significant changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the School. However, the School may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming in their communications with the School about any material change to their child's circumstances.

THE ASSESSMENT PROCESS

The aim of the process is to identify potential. Bickley Park School is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The School has strong traditions in music, drama, art, debating, community activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for our entrance tests is needed; all candidates start on an equal footing, with identical opportunities to display their academic aptitude [and extra-curricular skills].

Assessment for Nursery, Pre-School and Reception is based on observing informal play in small groups. Places for Reception will be offered to current Pre-School children based on observations made during their time with us. It is expected that the majority of Pre-School children will move into Reception.

All other candidates for entry may sit papers in English, Maths and Reasoning, which are designed for their age group. This will include a writing paper. Where the prospective pupil is of Year 3 or above, the tests will be computer adaptive testing for English, Maths and Reasoning, with a separate written paper.

Candidates who are applying to join our Year 7 will be interviewed if they have not attended the initial school visit.

References may be sought from the Head of a candidate's current school as part of the assessment process.

SIBLING POLICY

Most siblings join us at Bickley Park School. However, admission is not automatic and there may be occasions where the School judges that a sibling is likely to thrive better in a different academic environment.

SCHOLARSHIPS

Bickley Park School offers a small number of scholarships a year for excellence in Academic Subjects (Year 3 and 7), plus Performing or Visual Arts and Sports (for Year 7 only).

A scholarship may be withdrawn in accordance with the terms upon which such award is made or in accordance with the School's Terms and Conditions.

PURPOSE OF SCHOLARSHIPS

Scholarships are designed to reward excellence and to celebrate exceptional talent. In recognition of this achievement, the scholar is offered a reduction in the fees throughout their time at Bickley Park School. Parents are asked to fill in a Scholarship Application form if they wish to apply for a scholarship. Details of the arrangements will be sent to all who express an interest.

ADMISSIONS POLICY

We encourage parents of scholars who anticipate that they will experience difficulty in meeting the balance of the tuition fees to apply (at the time of application of their child) for one of the School's means-tested bursaries described below.

Prospective scholars must complete the admissions process, including admission testing, before the published date in order to be eligible for scholarship assessment. See the details below for the assessment for each area.

ACADEMIC SCHOLARSHIPS

Once candidates have completed the admission process, we will invite high performing candidates to sit the academic scholarship papers.

Candidates will sit an internal paper which will assess more advanced application skills. All candidates will be interviewed in addition to sitting the usual entry papers and the scholarship examination.

Scholarships are held for the duration of a pupil's time at the School, provided their conduct and attainment is satisfactory.

ART SCHOLARSHIPS (YEAR 7 ONLY)

Art Scholarships are awarded to those pupils who have achieved a high level of skill in Art. This will be demonstrated through the submission of a portfolio (minimum 10 pieces), a reference from the current Head of Art and an interview/practical task with BPS' Head of Art.

Art scholarships will only be awarded to pupils who have passed the School's entrance examination.

DRAMA SCHOLARSHIPS (YEAR 7 ONLY)

Drama scholarships are awarded to Drama candidates who show an exceptional level of acting ability. Candidates must obtain a specialist reference from their current Head of Drama, and any specialist teachers if applicable, in addition to a reference from their current Head. They will be required to perform two contrasting monologues lasting no longer than two minutes each. Drama applicants should be aware that their monologues might be redirected and workshopped in the audition and applicants should be familiar with the entire play from which the monologue has been selected. Interviews with the Head of Drama, or a member of the drama department will take place. Scholars will be expected to demonstrate enthusiasm for and commitment to performing arts and will be expected to contribute to the Arts Quadrant of the School throughout their time at the School.

Drama scholarships will only be awarded to pupils who have passed the School's entrance examination.

ADMISSIONS POLICY

MUSIC SCHOLARSHIPS (YEAR 7 ONLY)

Music scholarships are awarded to outstanding musicians who play any instrument or sing with exceptional ability. Candidates must obtain a specialist reference from their current Head of Music, and specialist music teacher if appropriate, in addition to a reference from their current Head. They will be required to perform two pieces, together with aural and practical tests (instrumentalists only). Interviews will also take place with the Head of Music, or a member of the music department. Scholars will be expected to demonstrate enthusiasm for and commitment to performing arts and will be expected to contribute to the Arts Quadrant of the School throughout their time at the School.

Music scholarships will only be awarded to pupils who have passed the School's entrance examination.

SPORTS SCHOLARSHIPS (YEAR 7 ONLY)

Sports scholarships are awarded to outstanding, all-round sportsmen and women who have achieved a high level of competence in sports. They will be assessed and interviewed by one of the sports team and will be expected to demonstrate qualities of leadership and team play of a very high order. Candidates will be required to provide a specialist reference from their current Director of Sport, and external sporting coaches of the chosen specialist sports, where applicable. Scholars will be expected to contribute to the sporting life of the School throughout their time at the School.

Sports scholarships will only be awarded to pupils who have passed the School's entrance examination.

BUSARIES

Bickley Park School's bursary programme is generous and is designed to make it possible for as many as possible of those who meet Bickley Park's entry criteria to take up a place here. The School offers a number of means-tested awards annually to entrants at the usual points of entry, where the parents have indicated on registration that they require financial support. Bursaries are means-tested in accordance with the criteria published on the School's website from time to time. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need. Before the offer of a bursary is confirmed, a member of staff or external assessor appointed by the School will normally visit the family at their home.

Bursaries are always offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the School. Levels of support may vary with fluctuations in income or wealth.

Our Bursary policy can be obtained from the Head of Admissions.

A bursary may be withdrawn in accordance with the terms upon which such award is made or otherwise in accordance with the School's Terms and Conditions.

FINANCIAL INFORMATION

Any applicant for a place at the School, including those who apply for bursary support and overseas applicants, may at the discretion of the School be required to provide additional financial information and/or undergo checks to confirm that they are able to pay the School's fees (or any percentage of the fees still payable if a bursary or scholarship is granted).

FLUENCY IN ENGLISH

In order to cope with the [high] academic and social demands of Bickley Park, pupils must be fluent English speakers. Normally pupils should have been educated in the English medium for a number of years before coming to the School. Tuition in English as an Additional Language (EAL) can be arranged at the parent's expense.

RELIGIOUS BELIEFS

Bickley Park welcomes applications from prospective pupils of all faiths and of no faith.

SCHOOL'S TERMS AND CONDITIONS

The terms upon which the School educates each child are available from the Head of Admissions and will be made available to parents as part of the admissions process.

COMPLAINTS

The School's Complaints Procedure is on the School's website and can be sent to prospective parents on request. The Complaints Procedure is not available for use by prospective parents.

RECORDS AND REVIEW

Applicants' details will be held on file with due regard to data protection legislation. Please see the School's Privacy Notice for further information about how the School collects, uses and processes personal data.

The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose. This will generally be no more than one year following an unsuccessful application, but reasons to retain for longer might include if the parents express an interest in the candidate re-applying for any reason at a later date, or in the potential candidacy of another sibling; or to deal with any ongoing matters or queries arising from the application.