

# 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, who 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:

<b>September and January</b>	- Lower Nursery	- age 2 ½ years
<b>September</b>	- Nursery	- age 3 years
<b>September</b>	- Reception	- age 4 years
<b>September</b>	- Year 3	- age 7 years
<b>September</b>	- 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 initially invited to meet the Head via a video call. Subsequently parents are invited to tour the school in person. For nursery and reception entry, parents are invited to attend one of our mini open mornings which are held on a regular basis.
- Prospective pupils will be considered as applicants for admission and possible entry once the registration form has been completed 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 educational need or disability.
  - Copies of any educational 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 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 and Reception** – For nursery and reception entry, staff will assess the prospective pupil's communication and language, along with their personal, social, and emotional development. The assessment process will consist of **one or more** of the following:
  - Parents will be invited to complete an online form and provide videos of their child.
  - Prospective pupils will be invited to visit the school for a play session.
  - A member of staff may request to visit the prospective pupils current setting.
  - A member of staff may request to speak to the prospective pupils current setting.

Please note that the sessions are very informal, and no preparation is required prior to the visit.

- **Years 1 – 8** – For prospective pupils in Years 1 – 8, staff will establish the pupil's academic ability and their personal, social, and emotional development. The assessment process will consist of **one or more** of the following:
  - A copy of the prospective pupils most recent report must be provided.
  - An online test, which the pupil will sit in exam conditions at home.
  - Completion of a hand-written piece of work.
  - A visit to the school to undertake tests.
  - A short conversation either in person or via a video link with the head or senior member of staff.
  - A request may be made to speak to the head or teacher at the prospective pupil's current school.
  - A 'taster' morning or day may be arranged.

As a guide, assessments are usually undertaken at the following times during the year:

	<b>September Entry</b>	<b>January Entry</b>
Lower Nursery	April / May	October
Nursery	March	
Reception	October/November 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 regard 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.

<b>Author</b>	August 2021	<b>ES</b>
<b>Date Approved</b>	October 2021	Chairman – MH
<b>Date Approved</b>	October 2021	Headmaster – PW
<b>Date for Next Review</b>	October 2022	