

# Admissions Policy

<b>Policy number</b>	BS012 / ISI 15a
<b>Applies to</b>	Whole School
<b>Endorsed by</b>	Head Master
<b>Responsibility</b>	Head Master
<b>Date reviewed</b>	May 2018
<b>Next review</b>	March 2021

## Aims

Bedford School is an academically selective fee-paying independent school for boys from ages 7-18. The main entry points are at Year 3, Year 5, Year 7, Year 9 and Year 12, although suitable candidates will be considered at any time where a vacancy exists. Applications for boarding places, in both the Prep and Upper Schools, are dealt with in terms of entry requirements, in the same manner as those for day places. We seek pupils whose academic and other abilities will enable them to benefit from the opportunities that we offer, and to contribute fully to the life of the School.

## Application Process

Full details of entry procedures and school fees (differentiated by age) can be found on the school website. Further information and guidance can be obtained by contacting the School Admissions team – [admissions@bedfordschool.org.uk](mailto:admissions@bedfordschool.org.uk) or 01234 362216.

## Equal Treatment

Bedford School is a diverse community which promotes equal and respectful treatment to all, including in its admissions process. We consider all applications on their merits, regardless of background. The School complies with its obligations under the Equality Act 2010 and the Children and Families Act 2014. The School is strongly committed to promoting equal opportunities for all.

## Age of Applicants

Occasionally, we may offer places to boys one year ahead or behind their standard year group if we consider, as a matter of professional judgement, that this would be in the best interest of the pupil and of the School. Pupils who are more than one year ahead or behind their standard year group will not be considered.

## Disclosures and Special Circumstances

We recognise that an applicant's performance may be affected by particular circumstances, for example:

- If he has a disability or specific learning difficulties.
- If he attends (or has attended) a school outside the British education system.
- If English is not his first language.
- If he has any ongoing problems with his health.
- If he is unwell when taking the assessments, or has had a lengthy absence from his school.

- If there are family circumstances, such as a recent bereavement.

If there are such circumstances, we must be informed as soon as possible, and certainly in advance of any entrance assessments being taken (or on the day if a pupil is taken ill during them) and may request further information, such as a medical certificate or Educational Psychologist's report.

### Special Educational Needs and Disability

We welcome applicants with Special Educational Needs and Disabilities. We must be made aware of any such needs or disabilities at the point of registration. When a disability or special educational need is made known to us, provided that the special educational needs or disabilities of the pupil can be managed within the School's provision, we will consult with parents and make reasonable adjustments to our admissions procedures to enable a pupil, if he is able, to satisfy our admissions requirements. The School is likely to require an appropriately qualified assessor's report or equivalent independent medical report to support the reasonable adjustment being made. The School may also seek details of normal working provision and practices for the pupil from the candidate's current school.

The School's decision on whether it can cater adequately for a pupil's needs by making reasonable adjustments depends on: whether the adjustment will remove the substantial disadvantage; the cost of the proposed adjustment; the resources available internally or from external providers; the practicability of making the adjustment; health and safety requirements; the interests of other pupils including those who may be admitted to the School; and the School's charging structure generally.

Parents are required to provide details of any medical condition, health problem or allergy affecting their child; as well as any behavioural, emotional and/or social difficulty, on application to the School to inform the School's decision. In the event of any change of circumstance regarding special educational need between registration and admission, parents must inform the School. The School reserves the right to withdraw an offer should such details be omitted on the Registration Form.

Details of our provision for pupils with SEND can be found in the Special Educational Needs and Disabilities Policy, available on our website.

### English as a Second Language

The School welcomes pupils who speak English as a Second Language (ESL). Pupils with ESL come from a wide variety of countries, often speak two or more languages and have English skills varying from intermediate to advanced. They bring a wealth of prior learning experiences and enrich the school with their diverse backgrounds. Non-native English speaking applicants sit an age-appropriate examination prior to entry to determine the number of support lessons they would need to access the whole school curriculum. The development of their general English language skills is monitored continually, and as pupils progress through the school, the number of ESL lessons each year usually decreases, depending on the progress made. Further information on school provision for pupils who speak English as a second language can be found in our ESL Policy.

## Entrance Assessments

The School will use a variety of data, as well as interview (where appropriate) to determine whether a boy is suitable for entry to the School. Data used will vary according to age but may include:

- Previous school report and current Head Teachers' reference
- Baseline testing (e.g. CATS, NVR, VR, MidYIS,)
- Subject Specific Assessments
- ISEB Pre-Test
- BSAT (Bedford School Aptitude Test)
- Exam results

Note: Common Entrance is supported by the school at Year 9 (13+) entry if a boy's current prep school (or parents) wish him to take it. Common Entrance does not, however, form part of the official entrance procedure for the School, and the marks obtained will only be used to help us with setting candidates on arrival at Bedford.

Although each boy will be considered with reference to individual circumstances, the broad policy of the school is to select with a view to seeing a baseline standardised score of 110 and above in the data used. Boys below this level, can and will be considered but the school will need to be satisfied that they will cope and thrive over time in the particular academic environment that the School offers. Any behavioural concerns will also be taken into account for all prospective pupils.

## Scholarships and Bursaries

The School offers extensive assistance with fees through its Scholarship and Bursary scheme, details of which can be found on the School website. These awards are intended for boys with high level talent in the following areas - Academic, Art, Drama, Music and Sport (Rugby, Hockey, Cricket, Rowing and Golf) and are subject to boys meeting the standard entry requirements. They are restricted to entrants at Year 7 (Bursary only), Year 9 and Year 12, although candidates outside of these entry points may be considered in exceptional circumstances. Scholarships are only available on entry to the Upper School.

## Offer of a place

Parents are informed in writing whether or not a place is being offered after the pupil has sat the examinations and been interviewed, and the school report/reference has been received.

In certain circumstances, an offer of a place may be conditional. In these instances, the offer letter will clearly state the conditions that must be satisfied before entry.

## Progression through the School

Once boys enter, it is the philosophy and aim of the School to see them thrive academically at their level and to see them through their entire schooling until the age of 18. Boys will engage in all parts of the school's required curriculum, including sport, tutor time and the Personal Development or Citizenship programme. They will attend all required assemblies and chapel services, and will abide by the school's rules. The School reserves the right to review the place of any boy within the school on the grounds of behaviour (see Parental Contract and Behaviour Policies) and academic progress.

Transition to the Upper School (Year 9), internally from Bedford Preparatory School is dependent on satisfactory progress as determined by the Head Master. It is rare for transfer not to take place. Hurdles are in place for transfer from Years 11 to 12 and details of our Sixth Form entry requirements are available on the website.