

St Bede's School

Admissions Policy

1 Opening Statements

- 1.1 St Bede's School is a co-educational, independent, proprietorial boarding and day school for pupils of 3 to 13 years of age.
- 1.2 Deciding on the right school for your child is very important and, having an extended family ethos, we believe that a personal visit is invaluable. We very much hope that you and your child will visit to experience the uniqueness of our establishment.
- 1.3 We hold open mornings throughout the year which give a general introduction to the school, details of which are published on our website www.saintbedes.co.uk
- 1.4 We are very happy to welcome prospective parents and their children during the school day during term time. Please telephone 01889 881277 or email admin@saintbedes.co.uk to arrange an accompanied visit.

2 Entry Procedure

- 2.1 St Bede's School is proud of its non-selective admissions ethos, which gives consideration to all applications and to any reasonable adjustments that would be required to enable a pupil with Special Educational Needs and Disabilities (SEND) to access the curriculum. This takes into account any current legislation in place.
- 2.2 Entry can usually take place at any time although, for all parties concerned, we believe that the beginning of a term is the best time to begin life at St Bede's School. The child may be invited to spend a taster day (or days) in School.
- 2.3 St Bede's School is also aware of the necessity, at times, to enter our school mid-term. Additional arrangements will be put in place to ease this transition.
- 2.4 Applicants for admission to St Bede's School should register for a place by completing a registration form which is available from the School Office. Other documents will have to be completed (see below for Document Bundle).
- 2.5 Parents/carers should be aware that proof of identity and/or nationality, such as a copy of a passport or birth certificate, may be required.

3 Equal Treatment

- 3.1 St Bede's School aims to encourage applications from candidates with as diverse a range of backgrounds as possible. We believe this enriches our community and is vital in preparing our pupils for today's world.
- 3.2 We are committed to equal treatment for all, regardless of a candidate's gender, race, ethnicity, religion, disability, sexual orientation or social background, and we do not require applicants to sit formal entrance tests before entry.
- 3.3 One of our objectives is to identify potential in 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 and sport, and there are many extracurricular activities, all of which are important in developing a well-balanced, confident individual.

- 3.4 Bursaries (academic and non-academic based) may be offered in order to make it possible for specific children to attend the school. More information about this can be found in the Standard Terms and Conditions available from the School Office, or by speaking to the Headmaster.
- 3.5 We do not select for entry to our School on the basis of religious belief, and actively welcome children and families from other world faiths.
- 3.6 However, pupils and families should be aware that St Bede's School is of Roman Catholic nature and character, where pupils are expected to live and learn within a predominantly Christian environment, be sensitive to Canon Law, and attend relevant faith events.

4 Special Educational Needs and Disability (SEND)

- 4.1 St Bede's School does not discriminate in any way regarding entry. The school welcomes pupils with SEN providing we can offer them the support that they require. We welcome pupils with disabilities provided that our environments can accommodate them.
- 4.2 Prospective applicants with known SEND should meet with the SENCo at the initial visit. At this stage the SENCo may make an assessment of the reasonable adjustments that may be required.
- 4.3 Additional advice may be sought from an Educational Psychologist or from other relevant health professionals in order to assess the viability of schooling at St Bede's School.
- 4.4 We ask parents of SEND children to always discuss their child's requirements with us before formal registration takes place.

5 Personal Details

- 5.1 Reports from previous schools, educational psychologists or other relevant experts will be requested to give us the fullest picture of new pupils. Parents/carers will also be asked to provide the School with any further information which they feel will enable us to take the best possible care of their children.
- 5.2 When a child has been enrolled, parents/carers names will be added to the School list to receive information on the School and invitations to various events, along with families that are already enrolled at St Bede's School.
- 5.3 Data protection guidelines are in place and the School will not release personal details to any third party. This information incorporates all details given at registration, including:
- Name, home address and date of birth of each child
 - Name, address and telephone numbers of parents/carers
 - Emergency telephone numbers of parents/carers
 - Name, address and telephone number of the child's doctor
 - Illness and inoculation details
 - Details of any allergies or special diets

7 Document Bundle

- 7.1 There are specific documents that must be completed before commencement of a child's schooling at St Bede's School.
- 7.2 These completed documents will be kept securely in the School Office, and details will only be shared with appropriate members of staff and investigation bodies.
- 7.3 Documents for children who will be attending the Early Years Foundation Stage (EYFS) will include specific notes about sessions to be attended by the pupil and any existing or new funding arrangements.
- 7.3 The document bundle includes:
- Registration Form
 - Including several declarations
 - Acceptance Form
 - Incorporating Standard Terms and Conditions for Parents/Carers

- Medical Questionnaire
 - Containing information regarding diet
- First Aid and Emergency First Aid Consent Form
 - Including paramedic protocols
- Emergency Contact Telephone Numbers
 - Regarding our legal requirement
- Parental Permission Form
 - Including education visits, outings and recording
- Uniform List
 - Incorporating basic equipment to be supplied
- Hiring of Uniform/Equipment
 - Generally available for visiting (1 year or less) overseas pupils
- Term Dates
 - Including provisional dates for the next 18 months

6 Overseas Applicants

- 6.1 We welcome overseas pupils who can study at St Bede's School as boarders. Please speak to the School Office regarding the additional information and documents required.
- 6.2 In order to cope with the academic and social demands of school life, it is recommended that pupils must be able to understand and speak English at a basic level.
- 6.3 Extra English classes are arranged for EAL (English as an Additional Language) pupils as appropriate.

Headmaster
February 2016

Director of Studies
February 2016