



# Beachborough School

## **Admissions Policy**

**Updated: September 2024**  
**Date of next Review: September 2025**  
Policy Lead: Head  
Checked by: SLG and Governors

## **Introduction**

Beachborough school is a mainstream, independent Preparatory school with boarding for boys and girls from the ages of 2½ to 13. The oldest a child may enter is age twelve years and eleven months on the 1<sup>st</sup> September of any academic year. This policy applies across the whole school, including EYFS.

As a broadly non-selective school, the purpose of our Admissions Policy is to ensure we identify and attract pupils to the school that wish to benefit from Beachborough's broad, exciting and challenging 21<sup>st</sup> Century education. Our aim is to ensure that all our children are able to display personal independence in learning and self-management in preparation for entry into a wide range of selective Independent Senior schools at the age of 13.

## **Choosing the School**

We understand the importance of deciding the right school for your child and feel that visiting the school is the best way to understand what makes Beachborough special and to gain a real understanding of our rich educational offer. To arrange a visit, please contact our admissions department for details: [admissions@beachborough.com](mailto:admissions@beachborough.com).

## **Criteria for Entry**

We seek to admit pupils whom we consider being capable of benefitting fully from the broad, challenging education on offer and the wide range of additional opportunities provided at Beachborough and who will contribute fully to the life of the School. We wish to support these pupils to achieve their personal best.

Selection for entry to the School is on merit. The school does not operate a 'pass or fail' entrance examination approach, but all prospective pupils are assessed using external assessments, references, and reports from the child's current school setting and internal assessments as part of our admissions process.

All prospective pupils visit the school for a taster day and will work alongside children of the same age. A mixture of activities and individual work is undertaken, which includes some standardised tests and assessments in Reading, English and Mathematics. This allows the staff to assess a prospective pupil's potential. Additional taster days may be required if the first visit is inconclusive. Pupils seeking to join the Nursery or Kindergarten will be offered a home visit and will also attend for 'taster activity sessions' prior to the offer of a place. Kindergarten children must be fully toilet trained before their start date. Nursery children can stay all day once they are fully potty trained. We are more than happy to work with and support our Nursery families with toilet training if training is underway.

## **Registration**

Applicants are considered prospective pupils for admission to the school once the Registration Form has been completed and returned with the £100 registration fee, which is non-refundable. Copies of the Registration Form are available electronically from [admissions@beachborough.com](mailto:admissions@beachborough.com) or by post. The School reserves the right to refuse an application for a place, without appeal and the registration fee, if paid, will be refunded in these circumstances.

The registration form does not guarantee a place at Beachborough, but it will ensure that the Head of Admissions keeps parents informed of available places.

## **The Offer of a Place at the School**

The assessment procedure detailed above, together with a report from the child's present school, helps us to identify those pupils who will most benefit from the opportunities available at Beachborough.

The vast majority of pupils complete their education at Beachborough to join a wide variety of selective Senior schools in Year Nine. As a Preparatory school, Beachborough needs to prepare its pupils and ensure that, in offering a place, a pupil will be able to reasonably meet the demands and expectations of Year Nine selective entry to their future school of choice whilst also being able to play a fully independent and active role in all aspects of Beachborough school life during their time with us.

If a child meets the above criteria, having achieved successful results in the relevant assessments and completed a successful taster day, and satisfactory reports and references have been received, places will be awarded in the following priority order:

- 1.) Families with siblings already at the school
- 2.) Families with more than one child joining the school at the same time
- 3.) Families with one child joining the school
- 4.) Families joining the school for a known fixed term or fixed period of time (i.e. for one year)

**Nursery / Kindergarten Entry:** The Nursery and Kindergarten department is a main gateway into the school and is not a standalone provision. Therefore, Nursery and Kindergarten places are offered and prioritised to families that are actively choosing the school for their child's future education, beyond EYFS. As assessment is very limited at the Nursery and Kindergarten stage, the school reserves the right to re-assess a child prior to the start of full time school in Reception.

If a child meets the entry criteria, but a place is not available, they will be invited to join the waiting list for that year group. The child will then be allocated a space, when one arises, subject to the criteria above and their position on the waiting list.

**Equal Opportunity:**

Beachborough is committed to equal treatment for all and all candidates for admission will be treated equally, regardless of their or their parents' race, sex, gender reassignment, sexual orientation, religion or belief, pregnancy or maternity or any disability. Candidates will also be treated equally in respect of their parents' age or marital or civil partnership status.

The School will do all that is reasonable to comply with its obligations under the Equality Act 2010 and the Special Educational Needs and Disability Code of Practice, 0-25 years 2014 and will make any reasonable additional or alternative arrangements to ensure that the School's admission procedures are accessible to disabled children.

Parents should provide details of any known disability or special educational need which may affect a child's ability to participate in the admissions process and take full advantage of the education provided at the School. We advise parents of children with special educational needs or physical difficulties to discuss their child's requirements with the School on registration so that we can consult with parents and such other persons or organisations as necessary in order to ascertain a child's particular needs and the nature of any additional or alternative arrangements which would be required to meet them should an offer of a place be made. Please refer to our Learning Support Policy for more information.

**Admission Register**

Beachborough is committed to ensuring that the admissions register is maintained in accordance with the requirements of the Education (Pupil Registration) (England) Regulations 2006 (as amended).

**The Offer of a Place / Accepting a Place:**

- Before confirming a place, the school will wish to see (or have knowledge of) either via the parent or the school at which the child is currently a pupil, such reports and standardised test material as may be in existence and of relevance to the child's entry.
- Before accepting a place, parents will be required to sign an undertaking that they have provided the school with all the necessary details about a pupil's current abilities and background insofar as they are known to the parents.
- Acceptance of a place at the school, together with the payment of an acceptance deposit, assumes acceptance by the parent(s) of the terms and conditions of the school (currently listed on the Registration and Acceptance forms) and the terms and conditions of the Parent Contract.
- The school reserves the right to postpone or stop the admissions process, withdraw an offer of a place, or cancel an existing place, if it reasonably believes that false or misleading information has been given during the registration or acceptance process in any format, including verbal or written dialogue.

- Any withdrawal, once a place has been accepted, is subject to the notice periods specified in the contractual terms and conditions.

**Record keeping and confidentiality**

All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.

A confidential admissions record will be kept for each candidate with access limited to the admission team.

The information created in connection with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has a published privacy notice on its website which explains how the School will use personal data.