

# ADMISSIONS

## 1. Policy Statement

*Bournemouth Collegiate School (BCS) is an academically non-selective school welcoming children of all faiths, cultures, races and family backgrounds. The school is happy to admit a child with a disability, as long as both parents and school conclude that we can make appropriate provision for the child's specific needs. Entrance procedures for the school are set out elsewhere in this document and we will take reasonable steps to avoid putting disabled pupils at a substantial disadvantage in matters of admission. Entry to BCS is based on a first-come-first-served basis and when full, a waiting list operates.*

*BCS reserves the right to refuse entry and progress into any year from Early Years Foundation Stage to Year 13 if the school's structure, in the opinion of the Principal and teachers, does not meet the educational, pastoral and social needs of the pupil concerned. Parents have the right to appeal against an unsuccessful application using the school's Complaints Procedure with any Admissions Appeal Panel being composed of selected members of the Local Governing Body with education and other experiences. This may affect pupils who are already in the school when evidence comes to light that suggests the education of the pupil, and other pupils, will suffer if the pupil in question remains at BCS. The way in which BCS deals with pupil exclusion and removal is set out in the Exclusions Policy.*

*BCS is committed to ensuring that the admissions register is maintained in accordance with Education (Pupil Registration) (England) Regulations 2006.*

*BCS is fully committed to ensuring that the application of this Admissions Policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.*

*This policy is applicable to all pupils in both senior and prep schools, including those in boarding and EYFS and BCS seeks to implement this policy through adherence to the procedures set out in the rest of this document.*

*In line with our Provision of Information policy, this document is available to all interested parties on our website and on request from the Senior school and Prep school offices. It should be read in conjunction with the following documents: Learning Difficulties and/or Disabilities (LDD); Equal Opportunities; Behaviour, Rewards and Sanctions; Exclusions; Complaints; the full Admissions pack.*

*This document is reviewed annually by the Senior Leadership Team or as events or legislation change requires. The next scheduled date for review is June 2012.*

## 2. Key Personnel

School admissions to the Senior school are co-ordinated by the School Registrar who may be contacted via [admissions@bournemouthcollegiateschool.co.uk](mailto:admissions@bournemouthcollegiateschool.co.uk)

School admissions to the Prep school (including EYFS) are co-ordinated by the Prep School Secretary who may be contacted via [prep-admin@bournemouthcollegiateschool.co.uk](mailto:prep-admin@bournemouthcollegiateschool.co.uk)

## 3. Procedures

### General Procedures for Admission

Entrance procedures at BCS include the following:

- Completion of the school's Registration Form and payment of registration fee including completion of a signed declaration by all parents of the prospective pupil, which informs the school of all known special educational needs of the prospective pupil concerned
- Where possible the pupil attends for a Taster Day
- If appropriate an 'Offer of Place' is given by the Principal or Head of Prep and an Acceptance form is given to the parents to complete
- To secure a place the Acceptance Form needs to be signed by both parents and returned with the deposit (This deposit is refundable providing the pupil takes up the place and completes one full academic year and gives one full term's notice before leaving)
- On receipt of the deposit and Acceptance form we then send out the Admissions pack
- Completion of the full Admissions pack with all documentation duly signed by parents/guardians needs to be submitted before the pupil can start at the school
- Request a report from the prospective pupil's previous school, nursery, playgroup or day-care centre
- Confirmation in writing from the parents that the school has permission to administer appropriate medical attention if necessary
- A language proficiency assessment before a place is offered for pupils whose first language is not English. This may include a written assessment and an interview in person or via electronic media.

Decisions are made about admissions, where demand exceeds supply, using the following criteria: existing pupil of the school, sibling, successful completion of any specific entry assessments.

From the beginning of the first day on which the school has agreed or been informed that the pupil will attend the school, an entry will be made in the school's admissions register, in line with the Education (Pupil Registration)(England) Regulations 2006.

### Admissions Register

The admission register is held in electronic format on the engage database. A paper copy is printed out once a month and is held in the Admissions Office. A pdf copy is saved on the school network and an additional electronic back-up is kept on a memory stick and stored in the safe. In addition the Prep School keep a hand written Admission Book completed in ink and stored in the school office.

The Admissions register is kept for a minimum of 3 years.

The following items are recorded in the register:

- a. Name in full
- b. Sex
- c. Name and address of every person known to the school to be a parent of the pupil (and an indication of the parent\guardian with whom the pupil normally resides)
- d. At least one telephone number at which the parent can be contacted in an emergency
- e. Day, month and year of birth
- f. Day, month and year of admission or re-admission to the school
- g. Name and address of the school last attended, if any
- h. An indication of boarding or day attendance

The inclusion/deletion from the register is done according to the Education (Pupil Registration) (England) Regulations 2006.

### **Provision for pupils with special educational needs**

BCS asks parents to disclose on the Registration Form whether their child has a disability, special educational need or medical condition. The parents will then receive a disability form requesting further detailed information about their child and his/her particular needs. In assessing any pupil or prospective pupil the school may take such advice and require such assessment as it deems appropriate. Subject to this, the school will be sensitive to any issues of confidentiality. Where it is practicable to make reasonable adjustments based upon the information given and advice received, to enable a prospective pupil to take up a place at BCS and provided the pupil satisfies the admissions criteria outlined below, the school is committed to providing those reasonable adjustments. Extra-curricular activities are a central part of BCS' philosophy and any mobility issue will be assessed on an individual basis. At all times, BCS will take all responsible steps to avoid putting disabled pupils or staff at any substantial disadvantage to others in all matters relating to school life.

#### **A. Senior School**

##### Entry into Year 7 to Year 13

A visit by the parents of the prospective pupil and a successful interview/meeting between the Principal, or delegated person, and the prospective pupil(s). Prospective pupils will be invited to visit the school for a taster day. Subject to teacher assessments made during the visit, places will be offered.

Pupils who are at BCS and who wish to proceed to a subsequent year group are required to reach a certain acceptable standard of behaviour, academic progress and social interaction before a place in that year group at BCS is guaranteed.

#### **B. Prep School**

##### Entry into Years 1 to Year 6

Prospective pupils and their parents will be invited to visit the school to meet the Head, or delegated person. Parents may then register their child with the school by completing the

registration form and paying the registration fee. Prospective pupils will then be invited to visit the school for a taster day. Subject to teacher assessments made during the visit, a place may be offered.

Pupils who are at BCS and who wish to proceed to a subsequent year group are required to reach a certain acceptable standard of behaviour, academic progress and social interaction before a place in that year group at BCS is guaranteed.

### **C. EYFS setting**

#### Entry to Kindergarten and Reception

Entry to Kindergarten and Reception is by registration on a first-come-first-served basis.

Parents may complete an application form at any stage, but registration forms are not accepted until the academic year before their son or daughter is three years of age.

Registrations are also not accepted unless the parents have visited, with their son or daughter, and have met the Head or delegated person. Subject to assessments made during the visit, a place may be offered.

Pupils entering Kindergarten are required to do a minimum of 5 sessions per week. However, special arrangements may be made, at the discretion of the Head of the Prep school.