



# **Beech House Infant School Admissions Policy**



## **Bolton School Aims**

***Bolton School seeks to realise the potential of each pupil.***

***We challenge, encourage initiative, promote teamwork and develop leadership capabilities.***

***It is our aim that students leave the school as self-confident young people equipped with the knowledge, skills and attributes that will allow them to lead a happy and fulfilled life and to make a difference for good in the wider community.***

***We do this through offering:***

***A rich and stimulating educational experience which encompasses academic, extracurricular and social activities, a supportive and industrious learning environment for pupils selected on academic potential, irrespective of means and background.***

This policy includes the following information:

- educational and welfare provision for pupils with statements & EHC plans
- educational and welfare provision for pupils for whom English is an additional language
- arrangements for Misbehaviour and Exclusions

## **Admissions Policy**

Beech House is an academically selective, independent, day school, educating girls and boys from Reception Year to Year 2. Up to 75 boys and girls are accepted in to our reception class each year or at any age thereafter in Years 1 and 2, subject to the availability of places. Almost all our pupils continue on to be educated at Bolton Girls' Junior School or Bolton Boys' Junior School.

Entry to Beech House is on a competitive basis: admission is subject to the availability of a place and to the candidate meeting the entry requirements. Girls and boys attending the Nursery do not have automatic entry to Beech House at 4+ and are required to take part in the same assessment process and must meet entry requirements. Entry to the junior schools is automatic at 7+ though the parents of any child who would not attain academic levels similar to external candidates will be warned early in Year 2 if they are considered unlikely to cope with the academic demands of the junior schools.

## **Assessments**

Assessments for 4+ take place in the September, October and November prior to admission the following September. This assessment takes the form of a half hour interview with the Head or Deputy of Beech House. During this interview the child is introduced to a number of age appropriate, practical and play based activities designed to provide an indication of their potential. Children are asked to draw using a pencil but are not expected to write, read or record any mathematical processes on paper. Each assessment activity is scored and the total is then standardised according to the age of the child. Due to the young age of the children it may be necessary for a further interview to take place in the February prior to a September admission. Offers for places are posted during the first week of December and again during the first week of March. Any child not initially offered a place, who has attained the required score, is placed on a waiting list and will be offered a place if one becomes available before the September commencement of school.

Applications for other year groups are considered at any time, with the intention of making a decision within a few days of the applicant sitting a test. The number of places available will vary according to pupil numbers at the time. Applicants will be interviewed and tested by the Head or Deputy of Beech House. If there is more than one applicant

for a place, priority will be given to families moving into the area with siblings applying to other schools within the Foundation and to siblings of current Bolton School pupils. During Year 2 applicants must fulfil the requirements of entrance to the Foundation's junior schools and offers will be made only after consultation with the relevant junior school headteacher.

Feedback on a child's performance in an assessment can be requested by parents.

### **Bursaries**

Bursary support is not available for pupils of Beech House.

### **Equal Opportunities**

In its dealings with pupils, Beech House will have regard only to the merits, abilities and potential of the individuals concerned and not to their gender, colour, ethnic origin, socio-economic background, disability\*\*, religious or political beliefs, family circumstances, sexual orientation or other irrelevant distinction.

\*\* Every reasonable effort will be made to ensure that children with a disability can participate fully.

In accordance with current legislation, the School will take appropriate measures when admitting pupils to ensure that those with protected characteristics, including disability, gender reassignment, race, religion or belief, sex and sexual orientation are fairly treated.

### **Provision for Pupils with SEND, statements/EHC plans and Pupils for Whom English is an Additional Language**

Bolton School is an academically selective school to which entry is achieved through a competitive process and/ or examination. There will, however, always be within the school a small number of pupils with identified special educational needs and/or disabilities, such as hearing or speech difficulties. We endeavour to cater for these pupils alongside their peers by adopting appropriate classroom strategies. All pupils are expected to cope within mainstream classes, whilst some additional help is achieved through our generous teaching assistant support. We aim to work in partnership with pupils and parents to ensure that those with SEND are able to fulfil their true potential and to play a full part in the life of the School.

Where a child who is offered a place at Beech House has a statement of needs or an EHC plan and parents decide that they would like them to attend Bolton School, we work with the authority maintaining the statement/ plan to ensure that the latter is satisfied that the arrangements are suitable and that we are able to provide effective education. Such statements/ EHC plans are reviewed annually by the local authority to ensure that the required curriculum is being provided.

The School also makes provision for pupils with EAL who fulfil other Entrance criteria, both through support in the normal curriculum and by arranging extra tuition when appropriate, for which a supplementary fee may be charged.

Please refer to the Beech House policy "English as an Additional Language Policy"

### **Arrangements for Misbehaviour and Exclusion**

Full details of the rules in force in the Infant School are shared with pupils and parents in School and are contained in the Beech House Behaviour Management Policies. A copy of this may be obtained by parents prior to a child taking up a place in School.

Parents sign the 'Terms and Conditions' when they apply for a place at the School and this document contains specific contractual information about misbehaviour and exclusions. An up-to-date copy can be obtained from the Clerk and Treasurer's Office at any time. The Terms and Conditions include the following information:

**School discipline:** The Parents accept the authority of the Headteacher and of other members of staff on the Headteachers' behalf to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of the Pupil and the School community as a whole. The School's disciplinary policy which is current at the time applies to all pupils when they are on School premises, or in the care of the School, or wearing School uniform, or otherwise representing or associated with the School.

**Sanctions:** The School's current policies on sanctions are available to the Parents on request before they accept the offer of a place. Those policies may undergo reasonable change from time to time but will not authorise any form of unlawful activity.

**Exclusion:** The Pupil may be formally excluded from the School for a set period of time, if it is proved on the balance of probabilities that the Pupil has committed a very grave breach of discipline. Exclusion is reserved for the most serious breaches. The Head shall act with procedural fairness in all such cases. The Heads' decision to exclude shall be subject to a Governors' Review if requested by the Parents.

**Removal in other circumstances:** The Parents may be required to remove the Pupil permanently from the School if, after consultation with the Parents and if appropriate the Pupil, the Head is of the opinion that: by reason of the Pupil's conduct, behaviour or progress, the Pupil is unwilling or unable to benefit sufficiently from the educational opportunities and / or the community life offered by the School; or if the Parents have treated the School or members of its staff unreasonably; then in these circumstances, and at the sole discretion of the Head, withdrawal of the Pupil by the Parents may be permitted as an alternative to Removal being required. The Head shall act with procedural fairness in all such cases, and shall have regard to the interests of the Pupil and the Parents as well as those of the School. The Heads' decision to require the Removal of the Pupil shall be subject to a Governors' Review if requested by the Parents. The Parents will be given a copy of the Review procedure current at the time. The Pupil shall be suspended from the School pending the outcome of the Review.

Policy review date	October 2020
Next review due	October 2021
Policy written by	Tracey Taylor – Head of Beech House
Effectiveness of policy reported to	Miss S Hincks – Headmistress of Bolton School Girls Division

