

Beech Hall School



Admissions Policy

**The same policy applies to the EYFS at Beech Hall School
At Beech Hall 'Every Child Matters'**

Beech Hall is a non-selective school and the ethos of the school is that of helping every child fulfil their potential. However, the school follows mainstream education to GCSE and consequently there are conditions to govern entry in order to be fair to both pupils and parents.

A pupil entering the school should fit within the following criteria. The pupil should

- have a reasonable chance of following a full curriculum through to GCSE.
- fit happily into their peer group.
- not have Special Needs beyond those which we believe we are able to cope with and are able to help.
- not present difficulties such that the pupil adversely affects the ability of the staff to teach others, or of other pupils to learn.

The following points are followed after the initial enquiries have been made by prospective parents:

- A prospectus is sent to parents
- Prospective parents telephone to make an appointment to look around the school and meet the Headmistress/Nursery Manager

Assessment for entry into the Nursery will be through a meeting with the parents and the child. The Nursery Manager will assess readiness and suitability.

Assessment for entry into Reception will be through a meeting between the Headmistress, parents and child. The Headmistress will assess readiness and suitability.

From Year 1 upwards, prospective pupils will be asked to come and spend the day with their own age group. During the course of the day visit, teachers will be asked to report briefly on the pupil's performance. Notice will be taken of the levels of Mathematics and English. Special work may need to be set within the lessons to check basic skills. Older pupils may be set short assessments in English and Mathematics. Subsequent offers of a place will be subject to satisfactory reports from the pupil's current school.

If the pupil is known to have Special Educational Needs, or if it becomes apparent during the day visit that there are specific problems, then if possible, the pupil will spend some time with the SENCO.

At the end of the day, all information acquired will be used to try to answer essential questions:

- Will the pupil fit happily into the group?
- Does it look as if the pupil will make progress within the school, and follow a mainstream course to GCSE?
- If there are difficulties, are they within the scope of help available in the school?
- Do we believe that we can help the pupil and give value for money?

If the answers to these questions are positive, then parents will receive a telephone call from the Headmistress to discuss the offer of a place. It is essential that parents understand that we will always act in the best interests of their children.

Following this telephone conversation the Admission Form, Terms and Conditions and Parental Agreement are sent.

If a parent chooses to take up the offer of a place then the school must receive a completed Admission Form, a signed Parental Agreement and a deposit in order to secure that place.

Senior School only

All pupils - both new and current pupils are required to participate in the Assessment Day in January. New parents need to complete the Senior School Registration Form to enable their child to complete the assessments.

After the assessments, the Headmistress will offer places to suitable candidates.

September Intake:

All new pupils will be invited to spend a day at the school in June; this will be an opportunity for parents to be given further information about school life - for example uniform suppliers etc.