



Admissions Policy & Procedure (Trust including EYFS)

Joining Bede's School

'At Bede's we have an unswerving commitment to bringing the best out of every pupil. Each young person has something exceptional to offer, a talent to express, successes to find. Our job is to help unfold those talents and interests.'

Mr Peter Goodyer, Senior School Head and CEO

1. Introduction

- I. St Bede's School Trust Sussex (Bede's) is comprised of a Nursery school, Prep and Senior co-educational boarding and day schools for pupils from Reception, through to Upper Sixth (Year 13) and an International Summer School. The appendix to this policy statement explains how to apply for a place and what our policy is on specific aspects of admissions.

2. Ethos of Selection

- I. Bede's chooses all pupils able and eager to benefit from the unique character of the Schools, and the many opportunities the Trust offers for nurturing their academic and personal development. We do not seek to create an identikit child or top-slice our intake; instead we value diversity and individuality and entry to the School is based upon academic potential as well as potential contribution through good behaviour, character and engagement with the co-curricular life of the School. Our aim is that every pupil will leave Bede's with a distinguished academic record, high ideals and clear and confident aspirations.
- II. Our admissions process aims to provide us with the understanding of each individual pupil and allows us to assess whether Bede's will be the right educational setting for them. We seek to operate our admissions process fairly and sensitively and it is very much our objective that families use this process equally to understand Bede's and judge whether we are the right school for their child.
- III. A place may not be offered to an applicant if it is judged that the balance of needs within a particular cohort of pupils may be affected adversely. In such cases, particular emphasis is placed upon the needs of the year group or House into which the pupil would be admitted.
- IV. Pupils with Special Educational Needs and Disabilities (SEND) are admitted, providing the Head and Director of Learning Enhancement consider the School is capable of providing for the needs of the pupil and that the pupil will be able to cope with the School environment. Parents of a pupil with special educational needs or disabilities are required to provide full details prior to accepting a conditional offer. The School will take reasonable steps to avoid putting disabled pupils at a substantial disadvantage in matters of admission, and every effort is made to cater for their needs as far as is reasonable under the legal and moral responsibilities as set out in the Children and Families Act (2014) and Equality Act (2010).

3. Allocation of Places

- I. In line with our equal opportunities statement the School welcomes pupils of all faiths and none and without regard to gender, nationality and ethnicity.
- II. Where demand for places exceeds supply, places will be allocated by taking into account exam/test results, reports from the previous school, siblings and connections with the School.

- III. Parents are required to declare any medical or learning needs or emotional or behavioural issues affecting the pupil during the admissions process and as detailed in the Registration and Acceptance forms. Failure to do so may result in the pupil's place being withdrawn.
- IV. The School Admission Procedure is provided as an Appendix 1 to the document. If you have any questions, please contact the Admissions Team on tel. +44 (0)1323 356609 admissions@bedes.org

School Admission Procedure

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1. How to apply for a place

1. 1 Visits

- I. We invite all parents/guardians to visit the School with their child(ren). This can either be on one of our Open Days or a private visit. The visit will include a tour and a chance to meet one of our Senior Management Team. We will do our best to arrange any special requests during your visit. Please contact our Admissions team, who will be pleased to help you.

Senior School: +44(0)1323 356609

Prep School and Nursery: +44 (0)1323 356939

1. 2 Registration Form

- I. Completing a registration form is the first formal stage of the admissions process. It does not commit a parent or parents to accepting a place, nor does it commit the School to offering one. At this point a small non-returnable fee is payable, details of which are included on the Registration Form. These forms are available online or as hard copies sent to you by request.
- II. You will be asked to send us copies of your child's recent school reports, predicted GCSE results (if applying for A levels) and any other relevant information – such as a talent in art/drama etc. This enables us to get a sense of your child's strengths and weaknesses. We will also request a Headteacher's reference.
- III. In addition, international pupils need to provide evidence of their English language skills. (See section 4.)

1. 3 The admissions process depending on entry point: -

a) Nursery

- I. Babies and children applying for a nursery place will be invited to attend a taster session before starting at the Nursery. We review the progress of all new children admitted to the Nursery at the end of their first term with us. This is to check that we, as a school, are able to provide care and education appropriate to their needs – which is especially important if the child has had no previous experience of schooling. It is our aim that children who join us in the Nursery will progress through to the Prep and Senior School.

b) Reception to Year 6 Entry

- II. Children applying for a place at the Pre-Prep or Prep School will be invited to attend a taster day. During the day pupils will attend lessons and activities along with the class which they would be joining. During the day, there will also be an assessment of the pupil's potential through standardised testing in the areas of English and Maths. This will enable us to determine, for example, appropriate class arrangements or to identify pupils who may join our Curriculum Enhancement Programme for academically gifted children or who would benefit from Learning Enhancement.

c) Year 7 and Year 8 Entry

- III. If you are applying for a place from Year 6 upwards, it is likely you are looking to secure a through place to Bede's Senior School. If this is the case, we will ask you to come in and meet with the Prep School Head as well as visit the Senior School, to meet with the Senior Management Team there as well. We will then confirm in the offer letter that the offer extends to include a Senior School place as long as your child continues to make the normal progress that both the Senior School and Prep School would expect. After entry to the Prep School, from Year 7 onwards, your child will be expected to attend a Bede's Experience Day (BE Day), which comprises of a group task and discussion, interview, verbal and non-verbal reasoning test and the opportunity to participate in an activity. On some occasions, we are not able to confirm this and the offer will be for the Prep School only. In this situation, we work closely with parents to support them in finding a senior school which is appropriate to their child's needs. If there is not time for your child to participate in a BE Day before starting at the Prep School, they will be invited to attend at the earliest opportunity following entry to the Prep School and a decision on offering a through place to the Senior School may be deferred until this time.

d) Year 9 Entry

- IV. Each pupil applying to join Bede's in Year 9 must attend a Bede's Experience Day. The day consists of a group task, a group discussion, a one-to-one interview, verbal/non-verbal reasoning tests and, after lunch, the opportunity to take part in one of our activities. The objective of the cognitive testing is to have a better understanding of a pupil's underlying abilities, passions and aptitudes earlier in the process and to ensure that pupils who come to Bede's meet the threshold for academic attainment that for 13+ entry remains the aptitude to achieve at least '6's' in five or more GCSEs. Successful pupils will be given an unconditional offer shortly after they have attended a BE Day. Admission will **not** be dependent upon the Common Entrance examinations in Year 8 though this will be used to inform setting decisions.

e) Year 10 Entry

- I. Each year Bede's admits a small number of pupils into Year 10. The process for admission consists of an interview with the Head, a review of school reports and the Headteacher's reference.

f) Year 12 Entry

- I. Pupils applying for Year 12 will be invited for an interview with a member of our Senior Management Team. We will also review school reports, predicted GCSE scores and the Headteacher's reference. Final admission will be dependent upon actual GCSE scores - 5 or more GCSEs at level 6 are required to gain access to our A-Level programme. Please note certain subjects require a level 7 at GCSE. For our BTEC programme, 5 or more GCSEs at level 4 are required. Individual course entry requirements are detailed in our Sixth Form Curriculum Booklet which is available via the Admissions Office or on our website.

- II. You are required to send us confirmation of your child's GCSE results before the start of the autumn term. Please contact the Admissions Office immediately if your son or daughter's results do not meet the entry requirements specified in your offer letter.

g) Overseas Applications

- I. The admissions process for international applicants has been designed to help us assess each pupil's English levels, academic potential and more general suitability for living in a boarding environment.

h) Bede's Prep School: Year 6 to Year 8 Entry

- I. Wherever possible we encourage families living overseas to visit Bede's Prep School, however, if this is not possible we can arrange a Skype interview, usually with our Boarding Parents and/or Head of Year or EAL lead. Applicants will be assessed on their level of English and to this end we may also ask for a Ukiset test to be taken. If possible, the pupil may also be invited to attend a BE Day at the Senior School if they are seeking a through place, however, if this is not possible during the Prep admissions process, they will be expected to participate in a BE Day as soon after entry to the School as possible.
- II. At the Prep School we are able to accommodate shorter stays for a minimum of one term, however, preference will be given to pupils applying for long term places at Bede's Prep and Senior Schools.

Bede's Senior School

i) Year 9 Entry

- I. We would like each pupil to attend our BE Day in Year 7 and the dates are published in advance to help our overseas applicants to organise a date that is convenient for them. However, we do appreciate that attending for some applicants is difficult. In certain circumstances pupils will be interviewed via Skype, and must complete a UKiset test. An offer can then be made based upon a review of the information collated.

j) Year 10 Entry

- I. All pupils will be interviewed (via Skype if preferred), must complete a UKiset test and must send us their latest school reports. An offer can then be made based upon a review of the information collated.

k) Year 11 and Year 12 Entry

- I. All pupils will be interviewed (via Skype if preferred), must complete a UKiset test and must send us their latest school reports. An offer can then be made based upon a review of the information collated. Alternatively, if a pupil is sitting IGCSEs, then the same criteria as a UK national/resident applies.
- II. Please note, that the minimum duration of study at Bede's Senior School is one year.

1. 4 Acceptance of a place

- I. Once you have completed the above three steps, we will write to you to say whether we can offer your child a place. The offer of a place will be held until a specified deadline, by which time parents must make a decision.
- II. To firmly accept your child's place, you will need to return the Acceptance Form, Medical Form, birth certificate and copy of the child's passport and pay a deposit. This **must** be done by the deadline we give you – otherwise we cannot guarantee your child a place, and we may

have to place your child on a waiting list. Details of deposit amounts are included in the Trust Fees document. The Acceptance Form is a legal document and in signing the form, parents are accepting the School's Terms and Conditions in relation to a pupil's admission to the Trust. Parents are encouraged to read this document carefully as it sets out your legal obligations with regards to fees and terms of notice.

1. 5 Joining Bede's School

- I. A detailed Joining Pack will be provided in the spring or early summer prior to your child starting at Bede's. The pack is full of information about joining the School, including details of transport, uniform, school rules and Behaviour Policy and will include some forms to complete including academic option forms if relevant.
- II. For Senior School applications, a decision about which House your child will go into is made in the summer term before your child is due to start at Bede's. If there is a particular House you would like your child to join, please notify us when you return your acceptance form. Whilst we cannot guarantee that we will be able to accommodate your request, we will do our absolute best. Families will then be invited to attend a welcome event in June which is an opportunity to get to know other pupils and house staff as well as receive academic briefings.

1. 6 Summer School Admissions

- I. Bede's Summer School promotes its courses and centres through its Prospectus, Website, Social Media and its network of international representatives and agents.
- II. Enrolments are accepted using the Summer School's Registration Form or online booking platform, or through a local representative in the Parent's home country.
- III. The enrolment procedure is as follows:
 - a) The Parent requests a place directly with Bede's or through a local agent or representative
 - b) The School confirms whether it can offer a place taking into consideration various factors such as the number of beds available, language quotas, age restrictions, minimum English level requirements and where appropriate, the previous behavioural profile of returning students.
 - c) If a place is offered, the School enrolls the student and issues the Parent / Agent a Provisional Confirmation and Deposit Invoice.
 - d) At this stage, a deposit of £500 is payable to confirm the place. Once received, the School issues a full set of confirmation documents including Confirmation Letter, Invoice, Transfer Service Form and for visa nationals, a CAS (Confirmation of Acceptance for Studies).
 - e) The remaining fees are payable 56 days before arrival. No student can attend the Summer School until full fees have been received.
- IV. In all cases, irrespective of whether the Parent enrolls a Student directly with Bede's or via a local agent, the School's Terms & Conditions of Enrolment apply.

2. Learning Enhancement

- I. Bede's offers a thriving, supportive environment to all those who need a bit of extra help to achieve their best. If your child has been diagnosed with dyslexia, dyspraxia or any other additional learning need, this information must be revealed on the Registration Form at the point of application.

- II. Copies of any reports carried out by specialists such as Educational Psychologists should be provided to the school in order that all reasonable adjustments can be made to ensure that the application procedure is accessible for candidates with special educational needs and disabilities (SEND) and that the school can cater adequately for the candidate should an offer of a place be made. We may also ask to speak directly with the teachers at your child's current school, and also ask your child to have an assessment with our Head of Learning Enhancement. All personal data and information provided will be treated sensitively and in confidence.
- III. A place may not be offered to an applicant if it is judged that the balance of needs within a particular cohort of pupils may be affected adversely. In such cases, particular emphasis is placed upon the needs of the year group into which the child would be admitted.

3. Scholarships and means-tested awards

3.1 Scholarships

- I. Scholarships and awards are available and must be applied for in advance. Application forms, deadlines, and further details are all available in our Scholarship Brochures.
- II. If you are seeking any financial relief in addition to the Scholarship award, the Trust requires the completion of a 'Statement of Financial Circumstances Form' which can be requested from the Admissions Office.
- III. Alternatively, you can simply apply for a means-tested award (often referred to as a bursary) at any point prior to, or during your child's school career with us, by completing the above mentioned form.
- IV. Please rest assured: all financial information will be treated sensitively and in complete confidence. The value of any award made (which usually ranges between 5% and 20%) shall remain confidential between the parents and the School and an award might be withdrawn if this is breached. Pupils should not be told about the value of the award.
- V. Scholarships are designed to attract and reward pupils who are capable of high levels of achievement in a field specified below. To qualify for a scholarship award, a scholar must also display high standards in discipline and effort and be a credit to themselves and the School.
- VI. All scholarship candidates will be judged on their apparent merits and the School reserves the right not to make an award if there are no candidates judged to be of sufficient merit.
- VII. The School reserves the right to withdraw any scholarship and associated funding if, in the opinion of the Head, the pupil is performing below expectation or if the recipient's conduct at school falls below the standard expected. This will be in accordance with the School's Terms and Conditions.
- VIII. Bede's scholarships are tenable throughout a pupil's school career – subject to his or her continued contribution within the area for which the award has been made.
- IX. The following awards are offered:
 - a) Academic
 - b) Art and Design and Technology
 - c) Drama
 - d) Music
 - e) Legat Dance
 - f) Sport

- X. Additionally, at Year 9 we offer a David Baker Award (awarded to individuals who stand out as being exceptionally strong all round candidates).

3. 2 Bursaries

- I. All applicants are required to complete a confidential declaration of all parent/household income in order to assist us in assessing the individual assets of each case and to enable us to compare applications with others in order to decide who should receive awards. The information supplied will remain strictly confidential.
- II. The level of the awards will vary depending on the parental/household income. Bursary applications to the Trust may also include a home visit. A home visit gives families a greater opportunity to explain their particular circumstances and these visits are carried out on behalf of Bede's by Bursary Administration Ltd who will have access to the Bursary Application Form and supporting evidence you submit. Awards will be re-assessed annually and may decrease depending on income.
- III. Emergency bursaries may be awarded in exceptional circumstances to a pupil already on roll whose family suffers unexpected financial difficulties. These bursaries are designed to provide short-term assistance.
- IV. All bursaries are means tested.

4. International pupils

- I. Pupils come to Bede's from all over the world. In fact, we currently have almost 40 different nationalities at the school. This gives the campus a vibrant, international flavour.

4. 1 English as an Additional Language

- I. All overseas pupils must demonstrate a good command of the English language, relevant to their proposed course of study, before we will offer a place.
- II. If a pupil doesn't have a recognised language qualification, such as a 'Cambridge Suite exam', 'IELTS' or either of the 'IGCSE English' exams, we will ask the pupil to sit the UKiset test. In the case of some European education systems, we will accept reports from the pupil's current school instead of these exams – please check with us.
- III. We want our pupils to succeed. To this end, we will not accept anyone whose knowledge of English is too weak for the course they wish to study, however, we do take the pupil's language ability and potential into account when deciding on entry criteria.
- IV. Please note: We reserve the right to re-test pupils' knowledge of English on arrival at Bede's.
- V. If, on arrival, we find that a pupil's level of English has dropped significantly from the time of testing, we may have to change his or her study course. This might include asking someone enrolled to study A Levels to first join the Pre-Sixth for a year, or to reconsider his or her choice of subjects. In very extreme cases, we may require the pupil to withdraw.

4. 2 Which Year group

- I. We understand that most international pupils will not have followed the British system of schooling. Nevertheless, many pupils will be able to directly enter the year group for their age. We will look at the pupil's most recent school reports, qualifications, and level of English, and make a decision based on this information.

- II. For example, international pupils wishing to do A Levels will probably not have GCSEs. This is not a problem as long as your child can demonstrate that he or she has reached an equivalent standard.
- III. And, for Sixth Form pupils who do not quite meet our entry requirements, we recommend our Pre-Sixth Course as a foundation year before starting A Levels.
- IV. For pupils whose birthdays would place them in Years 9, 10 and 11, it may be possible to join a lower year group in order to manage the demands of learning in another language. Please discuss this option with the Registrar's Office if you think it applies to your child.

4. 3 Pupil recruitment agencies

- I. Pupil recruitment agencies offer information and advice to pupils wishing to study overseas. As a school, we work with a number of agents operating across the Far East, Europe and South America. We are equally happy to work with you as a family directly.
- II. Bede's School is a Tier 4 Sponsor and is required to report any third party, in the UK or another country, who has helped in the recruitment of international pupils. The School's policy is to make regular reports to UK Visas and Immigration whenever the School enters into an agreement with a new agent.

4. 4 How many international pupils are there at Bede's?

- I. Approximately 20% of all pupils are international – presenting a wonderful opportunity for our young people to learn about different cultures, develop international friendships and widen their view of the world.
- II. International pupils come to Bede's to experience life at an English boarding school, to work towards their academic goals, and, in many cases, to improve their knowledge of the English language. To this end, we are careful to maintain a healthy ratio of British to international pupils in each year group and within each school house. (Parents frequently tell us how important this is.) Please confirm acceptance of your place quickly, in order to avoid disappointment.

4. 5 Guardians

- I. All international pupils joining Bede's must have an appointed guardian who will provide accommodation during holidays or in the event of illness or an emergency. Guardians are also adults who the pupil can seek assistance or guidance from and who may attend parents' evenings or other key events on behalf of parents living overseas. The appointed guardian must be over the age of 25. The School does not recommend guardians but further information can be obtained through a number of reputable accredited guardianship agencies.

4. 6 Visas

- I. Some international pupils will require a student visa in order to come to the UK to study. As part of the admissions process, the Admissions Office at Bede's will complete a CAS (Certificate of Acceptance) which will enable all pupils who require a visa to apply for one. It is a parent's responsibility to ensure that the necessary documents are submitted correctly and on time to enable a timely start at school and once a pupil has started at the School, to ensure that passports and visas are kept in date and renewed in time.

5. How admissions decisions are made

- I. We want every one of our pupils to flourish both academically and on a personal level. Our teaching and our co-curricular timetable are designed to help pupils become well-rounded young people, with lots to offer.
- II. We consider all of the following, when deciding whether to offer a place:

a) Interview/Taster Day or BE Day contributions

- I. The key objective of the admissions process is to get to know your child and for them to get to know us. As outlined above, depending on the age of your child they will participate in either an interview, BE Day or Taster Day as part of the admissions process.

b) School reports and references

- I. We ask parents/agents to provide us with copies of the child's most recent school reports, and any exams he or she may have sat (e.g. Common Entrance, GCSEs, etc). Bede's will contact the current school for a Headteacher's reference.
- II. These will give us crucial information about your child's education so far, his/her attitude towards school and general motivation to learn. We may request your permission to speak directly to the head of your child's current school if we have any queries.
- III. International pupils **must** demonstrate a good command of the English language relevant to their proposed course of study – See Section 4, 'English as an additional language'.

c) Commitment to the School

- I. We welcome children from a wide variety of countries and social backgrounds, as members of the boarding community or as day pupils and who are ready and prepared to play a full role in school life – academic, sporting and cultural – as well as integrate fully with their peers, elders and juniors.
- II. We also look at your child's intended length of stay with us, and will prioritise applications from those pupils who wish to spend the rest of their school career at Bede's.
- III. Finally, we promise to do our best to accommodate applications from siblings of current and past pupils as long as our application deadlines are met.
- IV. Bede's retains the length to decline an application at any stage of the process, and to withdraw an offer if information, not previously submitted to Bede's, becomes available after the process has been completed, including once the pupil has joined the School.

d) Auditions for the Legat School of Dance

- I. Entry into the Legat School of Dance is by audition only. The Legat dance programme is especially intensive, and is primarily for pupils wishing to pursue a professional dance career, or a related profession.
- II. If you would like your child to audition, please request an audition application pack from the Admissions Team and return it completed with references, audition fee and medical forms.

6. Waiting lists

- I. It is necessary to operate a waiting list for Boarding and Day places when our lists are closed. We will inform you of this and you can ask to be put on a waiting list. We will then contact you immediately a place becomes available. You will be asked to confirm your acceptance of the place and to pay the deposit by a set date. If we do not hear from you by this deadline, we will offer the place to another pupil.

7. Comments, compliments and complaints

- I. Please refer all comments, compliments or complaints related to our admissions process to the Registrar, in the first instance.
- II. If, after these discussions, you would like to refer your point to the CEO, please do so by letter to: Mr Peter Goodyer, CEO, Bede's, Upper Dicker, Hailsham, East Sussex, BN27 3QH

8. Our promise to you

- I. We know how important it is to choose the right school for your child. It is a decision which takes time, and needs a lot of thought.
- II. As a school, we will work together to help you the best we can, whether this means providing the facts or offering advice and guidance. For example, as well as talking with the Admissions Team, you may find it helpful to talk to the Head of Year about subject choices, or, to meet a sports coach, please just ask us.
- III. We will do our best to give you all the information you need, when you need it - and this support will continue throughout the application process.

9. Protection of your personal information

- I. Bede's takes data protection extremely seriously and all personal information disclosed during the application process will be carefully stored in line with the School's data protection and retention policies and only shared with those members of the School staff and third parties who have need of it as part of their job. For example, Bursary Administration Limited may process your information if you are applying for a bursary. Confidential financial details relating to an application for fee remission (money off fees) would only be seen by the committee which assesses means-tested awards. This would typically include the Head of the Senior School, the Bursar, a representative of the Governors, and the Head of the Preparatory School (if relevant).
- II. Alternatively, if a child suffered from an extreme allergic reaction, his or her medical details would be shared by the school nurse with the pupil's teachers, so that prompt action could be taken if necessary.
- III. If you would like further information on the way your data is processed, please visit the Bede's Trust website where the School's privacy notice is available. If you have any queries on how the School uses data please contact the Trust's Data Compliance Manager at datapcompliance@bedes.org.

10. Your next steps

- I. If you would like to discuss the possibility of your child joining Bede's Senior School, please
- II. Contact:

The Admissions Team
Bede's, Upper Dicker, Hailsham, East Sussex, BN27 3QH
Tel. +44 (0)1323 356609
admissions@bedes.org
- III. If you would like to discuss a possible application to the Prep School, please contact the Admissions Officer at:

Bede's Preparatory School, Duke's Drive, Eastbourne, East Sussex, BN20 7XL
Tel +44 (0) 1323 35693

prep.admissions@bedes.org

- IV. If you would like to discuss a possible application to the Nursery, please contact the Admissions Office at:

Bede's Nursery, Holywell Mount, Duke's Drive, Eastbourne, East Sussex BN20 7XL
Tel +44 (0) 1323 356987
nursery.admissions@bedes.org

- V. If you would like to discuss a possible application to the Summer School, please contact:

Bede's Summer School, Upper Dicker, Hailsham, East Sussex, BN27 3QH
Tel: +44 (0) 1323 356 688
summer.school@bedes.org

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