

# BEDE'S

CONSCIENTIOUS

## Admissions Policy and Procedure (Trust including EYFS)

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*This policy is considered a 'live' document and will be updated as statutory guidance is released*

**Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.**

## Vision, Mission and Values

### Our Vision

Where every child finds joy in their pursuit of brilliance

### Our Mission

We continue to craft a more joyful education.

- Cultivating a vibrant learning experience, motivating us to pursue our individual best.
- Providing a festival of opportunity, enabling us to discover new passions and develop new talents.
- Building a kind-hearted community, inspiring us to enhance the lives of others.

### Our Values

#### Be Compassionate

Because a caring community fosters belonging.

We expect our community to show kindness to people of all ages, genders and ethnicities, maintaining campuses where every person feels joyful and energised.

#### Be Courageous

Because fortune favours the brave.

We challenge our community to stand up for what is right, providing them with a safe environment where they can take bold action in pursuit of brilliance.

#### Be Curious

Because wisdom can be found off the beaten track.

We encourage our community to discover unlikely passions and hidden niches, releasing them into a wealth of opportunities inside and outside the classroom.

#### Be Conscientious

Because dedication is a spearhead of success.

We ask our community to throw themselves wholeheartedly into every endeavour, taking responsibility for their journey and inspiring others to do the same.

## Policy Principles/Aims:

This policy explains the Trust's ethos and process with regards to the admissions of pupils in the Prep, Senior and Summer Schools.

## Statutory Guidance:

Not statutory.

## Associated Trust Policies:

UKVI Compliance Policy  
 SEN Policy  
 EAL Policy  
 Parental Terms and Conditions

## 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*

*Please read this admissions policy in conjunction with the Bede's School Parent Contract, a copy of which can be downloaded from the Admissions section of the School website, or you can ask us to email a copy.*

### 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.

### II. Selection

The pre-conditions for admission are that:

- The applicant is of the appropriate age and sufficient maturity
- The applicant enjoys satisfactory general health
- The applicant's learning difficulties and other special needs (if any) can, in the opinion of the Head, be managed within the School's normal provision or can be met by the School making such reasonable adjustments as may be required
- The present school reports good attitudes and conduct on the part of the parents and applicant
- Fees (if applicable) at the present school have been paid and the parents are able, if required, to satisfy the Head that they are in a position to pay the fees for Bede's School

### 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 and access the curriculum independently. 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. Members of staff who are applying for a place for their child are expected to keep their professional status separate from their parental one.
- IV. Parents are required to declare any medical or learning needs or emotional or behavioural issues (including any matters of a safeguarding nature) 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.
- V. 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](mailto:admissions@bedes.org)

**Appendix 1****School Admission Procedure****Contents**

1. How to apply for a place
2. Learning enhancement
3. Scholarships and means tested awards
4. International pupils
5. How admissions decisions are made
6. Waiting lists
7. Comments, compliments and complaints
8. Our promise to you
9. Protection of your personal information
10. Your next steps

**1. How to apply for a place****1.1. Visits**

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.

**1.2. Registration Form**

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, by email or as hard copies sent to you by request.

You will be asked to send us copies of your child's most recent school reports, an educational psychologist's report if your child has one, 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.

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**

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 our Nursery to the Prep and then Senior School. However, progression through the different stages of the Nursery, as well as into Reception from our Pre-school, is dependent on a child's development, progress and their ability to benefit from the education offered at Bede's Prep School. Where additional needs emerge during a child's time in the nursery, the School will endeavour to meet the child's needs within the parameters of our duty to make reasonable adjustments. There may be occasions when the Headmaster may recommend an alternative setting.

#### **b) Reception to Year 6 Entry**

Children applying for a place at the Prep School will be invited to attend taster days or a taster session. During their time in School, pupils will attend lessons and activities along with the year group they would be joining and 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. Pupils will also be interviewed by the Headmaster or another member of the Senior Management Team.

#### **c) Year 7 and Year 8 Entry**

- I. Pupils applying for places in Year 7 or Year 8 will be invited to attend a Bede's Experience Day (BE Day) at the Prep School. The day consists of group discussions, a one-to-one interview, Maths and English assessments and the opportunity to take part in activities.
- II. Pupils applying for Year 7 and 8 places will generally be seeking a through place to the Senior School. 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.
- III. Although a through place to the Senior School may have been offered following the Year 7 and 8 BE Day, pupils will be expected to attend a further BE Day along with the rest of their year group after they have joined the Prep School in order to support them with their transition to Senior School and familiarise them with the campus and staff.
- IV. In the event that a pupil is unable to attend a Bede's Experience Day, we would invite them to attend taster days during which they would sit assessments in English and Maths and attend an interview with the Headmaster.

**d) Year 9 Entry**

Each pupil applying to join Bede's in Year 9 must attend a Bede's Experience Day at Bede's Senior School. 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**

Each year Bede 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. Pupils are also required to sit an online test.

**f) Year 12 Entry**

- I. Pupils applying for Year 12 will be invited for an interview with a member of our Senior Management Team and sit an online test. We will also review school reports, predicted GCSE scores and the Headteacher's reference. Final admission will be dependent upon actual GCSE scores - six or more GCSEs at grades 9-6 are required to gain access to our A-Level programme. Please note certain subjects require a level 7 at GCSE. For our BTEC programme, five 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.

**1.4 Overseas Applications**

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.

**(a) Bede's Prep School: Year 6 to Year 8 Entry**

Wherever possible we encourage families living overseas to visit Bede's Prep School, however, if this is not possible we can arrange an online 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 it is possible, it would be advantageous for the pupil to attend a Bede's Experience Day at the Prep School, however, if this is not possible and the pupil is seeking a

through place to the Senior School, they will be expected to participate in a BE Day as soon after entry to the School as possible.

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.

## **(b) Bede's Senior School**

### **Year 9 Entry**

We would like each pupil to attend our BE Day 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 Zoom, and must complete a UKiset test. An offer can then be made based upon a review of the information collated.

### **Year 10 Entry**

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

### **Year 11 and Year 12 Entry**

All pupils will be interviewed (online 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. Please note that the minimum duration of study at Bede's Senior School is one year.

## **1.5 Acceptance of a place**

Following the interview, 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.

To firmly accept your child's place, you will need to return the Acceptance Form, Terms and Conditions, 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.

## **1.6 Joining Bede's School**

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.

For Senior School applications, Parents are welcome to express a preference for a particular day or boarding house but the School makes the final decision on house allocation.

### **1.7 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 £600 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) - Visa Invitation Letter.
  - e) The remaining fees are payable 28 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 pupil directly with Bede's or via a local agent, the School's Terms & Conditions of Enrolment apply.

## **2. Learning Enhancement (Special educational Needs)**

- 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 as well as any potential implications on resources within the pastoral team, including houses and Health & Wellbeing.

### **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. 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 (please see Section 3.2 on Bursaries).
- II. The value of any Scholarship award made 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.
- III. 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.
- IV. 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.
- V. 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. A scholarship awarded at the Prep School is not transferable to the Senior School.

#### **3.2 Bursaries**

- I. All bursaries are means tested and 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. Hardship 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.

#### **4. International pupils**

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. 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.
- II. 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. Please note that we reserve the right to retest pupils' knowledge of English on arrival at Bede's.
- III. 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 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. 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.
- III. 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 Admissions Office if you think it applies to your child.

#### **4. 3 Pupil recruitment agencies**

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.

#### **4. 4 Number of international pupils**

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. 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.
- II. The School reserves the right to request information regarding a pupil's guardian in order to assess their suitability for the role and ensure that they can provide appropriate care when required.

#### **4. 6 Visas**

- I. Some international pupils will require a student visa in order to come to the UK to study. Families living outside the UK should consult the Home Office Visas and Immigration Service website to find out whether a student visa is required and, if so, how to apply in your country of residence.
- II. 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. Once admitted into the School, it is also the responsibility of the parents to renew visas as necessary in order to remain compliant with Home Office immigration regulations.

- III. Bede's holds a Tier 4 sponsor licence which allows the School to sponsor non-UK national pupils. We may also need to share information with UK Visas and Immigration for the purpose of compliance with our responsibilities as a licenced sponsor.
- IV. Before issuing the CAS and as part of the admissions process, the School will request information from the family in order to satisfy its obligations as a Tier 4 sponsor, to confirm the true identity of a pupil, their appropriateness to study and complete the course for which they are applying as well as the family's ability to pay the required school fees. The School reserves the right to request further information pertaining to the pupil's immigration status at any point during the admissions process or whilst the pupil is studying at the School and to share this with the Home Office as required.

## **5. How admissions decisions are made**

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. In order to assess this, we consider all of the following, when deciding whether to offer a place:

### **5.1 Interview/Taster Day or BE Day contributions**

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.

### **5.2 School reports and reference**

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. GCSEs, etc). Bede's may also contact the current school for a Headteacher's reference. 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.

In addition, Bede's will receive (where applicable) a safeguarding file from the current school as part of the transition process. These files often arrive after the commencement of the school year, and the failure to disclose information of a safeguarding nature contained within this file may result in the pupil's place being withdrawn.

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'. For further information please also see our EAL Policy#

### **5.3 Siblings**

Most siblings join us at Bede's School. However, admission is not automatic and there may be occasions where the School judges that a sibling is likely to thrive better in a different academic environment.

### **5.4 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. 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.
- II. Finally, we promise to do our best to accommodate applications from siblings of current and past pupils as long as our application deadlines and criteria are met.
- III. Bede's retains the right 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.

### **5.5 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.

### **5.6 Balance of Resources within the School**

Unfortunately there may be occasions when the School is unable to offer a pupil a place due to concerns that there may be insufficient resources available to support a child's needs. In making these decisions the Admissions Panel is likely to consider the resources available given existing commitments to other pupils, particularly in relation to areas of the School such as day and boarding houses as well as the pastoral team more generally, the Learning Enhancement Department, Safeguarding and Health and Wellbeing practitioners.

## **6. Waiting lists**

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 when 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. Our promise to you**

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. 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. 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.

## **8. Protection of your personal information**

Bede 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). 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.

## **9. Complaints**

The School hopes that parents and pupils will not have any complaints about the School's admissions process, though if they do they should write to the Admissions Registrar, initially.

## **10. Your next steps**

If you would like to discuss the possibility of your child joining Bede's Senior School, please contact us via the following:

### **Senior School Admissions Team**

Bede's Senior School, Upper Dicker, Hailsham, East Sussex, BN27 3QH

Tel. +44 (0)1323 356609

[admissions@bedes.org](mailto:admissions@bedes.org)

**Bede's Prep School**

Bede's Prep School, Duke's Drive, Eastbourne, East Sussex, BN20 7XL

Tel +44 (0) 1323 356939

[prep.admissions@bedes.org](mailto:prep.admissions@bedes.org)

**Bede's Nursery**

Bede's Nursery, Holywell Mount, Duke's Drive, Eastbourne, East Sussex BN20 7XL

Tel +44 (0) 1323 356987

[nursery@bedes.org](mailto:nursery@bedes.org)

**Bede's Summer School**

Bede's Summer School, Upper Dicker, Hailsham, East Sussex, BN27 3QH

Tel: +44 (0) 1323 356 688

[summer.school@bedes.org](mailto:summer.school@bedes.org)

**HMC CODE OF PRACTICE**

**As a member of HMC the Bede's School observes and adheres to the HMC Code of Practice.**