Admissions Policy and Procedure (Trust including EYFS)

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Documentation Distribution

Please delete as applicable

All staff / volunteers	**N**
Board of Governors	**Y**
Parents on request	**Y**
Published on School website	**Y**
ISI requirement to be available on request	**Y**
ISI requirement to be on School website	**Y**
Parent Portal	**Y**
Staff Hub	**N**
ISI Portal	**N**
Limited Internal Use Only (state recipients)	

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

In policies St Bede's School Trust Sussex may be referred to as Bede's/the School/the Trust.

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

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. **Aims and Ethos** Bede's chooses pupils who are able and eager to benefit from the unique character of our schools, valuing diversity, individuality, and academic potential. We assess candidates based on good behaviour, character, and their eagerness to engage with the co-curricular life of the school.

2. **Statutory and Regulatory Compliance** To ensure full compliance with statutory and regulatory guidance, this policy aligns with the **Children and Families Act 2014** and the **Equality Act 2010**. It must be read in conjunction with the following Trust policies to guarantee compliance and safeguarding standards: Special Educational Needs (SEN) Policy, English as an Additional Language (EAL) Policy, UKVI Compliance Policy, Bede's Safeguarding Policy, and the Parent Contract.

    a) **Preconditions for admissions:**

    b) The applicant is of the appropriate age and sufficient maturity

    c) The applicant enjoys satisfactory general health

    d) 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

    e) The present school reports good attitudes and conduct on the part of the parents and applicant

    f) Fees (if applicable) at the present school have been paid and the parents are able, if required, to satisfy the CFOO that they are in a position to pay the fees for Bede's School

3. **Entry Procedures by Age Group** All candidates are required to submit a registration form, copies of recent school reports, and a Head's reference before assessment.

    a) **Nursery:** Children are invited for informal "settling in" sessions, with a progress review at the end of their first term. Progression to the Prep School depends on the child's development and their ability to benefit from the education offered.

    b) **Prep School (Reception to Year 6):** Applicants attend a taster day/session to join lessons, complete standardised testing in English and Maths, and interview with a Senior Management Team member.

c) **Years 7, 8, 9, and 10:** Please note that entry procedures for Year 7 to Year 10 carry the same process regardless of whether they are at the Bede's Upper School, Eastbourne or Bede's Senior School, Upper Dicker. Applicants attend a Bede's Experience (BE) Day or Taster Day, which includes a one-to-one interview, cognitive/standardised testing (verbal/non-verbal reasoning, English, and Maths), and group tasks. Successful candidates will be offered a place shortly after their assessment.

d) **Sixth Form (Year 12):** Candidates attend an interview with the Sixth Form team and sit an online test. Admission is conditional upon actual GCSE results: a minimum of six GCSEs at grades 9-6 for the A-Level programme, or five GCSEs at level 4 for the BTEC programme. Please note that certain courses have specific entry criteria.

e) **Summer School:** Enrolments are accepted via the Registration Form, booking platform, or a local representative. A £800 deposit is required to confirm the place, and the full fee should be paid for direct bookings 56 days from the start of a course date.

4. **Acceptance and Joining:** To firmly accept an offered place, parents must return the Acceptance Form (a legal document accepting the School's Terms and Conditions), Medical Form, birth certificate, passport copies, and pay a deposit by a specified deadline. Please note that a Joining Pack will be provided in the term before your child starts, containing transport, uniform, and policy details.

5. **Special Educational Needs and Disabilities (SEND)** Bede's welcomes pupils with SEND provided the School can adequately cater to their needs. Parents must declare any diagnosed or suspected learning needs on the Registration Form and provide specialist reports (e.g., from an Educational Psychologist) in advance, so the School can consider whether and how reasonable adjustments can be made during the admissions process.

6. **International Pupils**

a) **English as an Additional Language (EAL):** Overseas pupils must demonstrate a good command of English via the UKiset test, Bede's own English test, or recognised qualifications (e.g., IELTS, Cambridge Suite). Year 9 entrants need an A2–B1 level, Year 10 entrants need B1–B2, and Year 11/12 entrants require IELTS 5.5 or a C1 level. If a pupil's English level is significantly lower on arrival, their study course may be adjusted.

b) **Year Groups:** Pupils may be placed in a year group appropriate to their educational background and English proficiency, including stepping down a year to manage language demands. 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 they have 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.

c) **Guardians:** All international pupils must have an appointed UK-based guardian who is over 23, permanently resident in the UK, and lives within a two-hour commute of the school.

d) **Visas:** Bede's holds a UKVI Sponsor licence to sponsor non-UK nationals. The School issues a Confirmation of Acceptance for Studies (CAS) to facilitate student visas, but parents are responsible for submitting documents on time and keeping visas up to date.

e) **Pupil recruitment agencies** offer information and advice to pupils wishing to study overseas. We work with a number of agents operating across the Far East, Europe and South America; or we are equally happy to work with you as a family directly.

7. Scholarships and Means-Tested Awards

a) **Scholarships:** Awards are available for high achievement in specific fields and must be applied for in advance. They require high standards in discipline and effort, remain strictly confidential in value, and are non-transferable from the Prep and Upper School to the Senior School. The School reserves the right to withdraw a scholarship if performance or conduct falls below expectations.

b) **Bursaries:** Bursaries are means-tested and require a confidential declaration of household income. School nominees may carry out home visits to assess applications. Awards are reassessed annually, and hardship bursaries may be offered to current pupils facing unexpected financial difficulties.

8. How Admissions Decisions Are Made Decisions are based on several factors to ensure the School can support the child's academic and personal flourishing:

a) **Contributions and References:** We assess performance at interviews/BE Days, previous school reports, and Head's references. A safeguarding file is also required; failure to disclose safeguarding information may result in the withdrawal of a place.

b) **Siblings and Commitment:** While we aim to accommodate siblings, admission is not automatic. Priority is given to pupils intending to stay for the duration of their school career.

c) **Legat School of Dance:** Entry into this intensive professional programme is by audition only.

d) **Balance of Resources:** A place may be declined if there are insufficient resources to support a child's pastoral, SEN, or medical needs within the requested cohort or boarding house.

9. Declining an applicant The School reserves the right to refuse admission to applicants based on the following considerations: There are elements in the applicant's scholastic or behavioural record, or observed on a Taster Day or Bede's Experience Day, that could potentially have a negative impact on the School or community; The class size is at capacity for the year being applied for; Required documentation as per admissions procedure is not provided; the School cannot meet the individual needs of the applicant. Bede's retains the right to withdraw an offer if any information not previously submitted becomes available after the admissions process is completed, including after the pupil has already joined the School

10. **Waiting Lists** If lists are closed, we operate a waiting list for Boarding and Day places. Parents will be contacted immediately when a place becomes available, and must pay the deposit by a set deadline to secure it.

11. **Protection of Personal Information** Bede's carefully stores all personal information in line with data protection policies. Confidential financial details are only shared with relevant staff or third parties necessary for assessing applications.

12. **Complaints** Any complaints regarding the admissions process should be addressed in writing to the Admissions Registrar initially. In the case of Summer School admissions, complaints should be passed to the Director of Summer School.

13. **Our Promise and Your Next Steps** We are committed to providing you with the facts, advice, and guidance you need throughout the process. As a member of HMC and IAPS, Bede's School observes and adheres to the associations' Code of Practice.

    To discuss your child joining Bede's, please contact:

    a) **Senior School Admissions Team:** Upper Dicker, Hailsham, BN27 3QH | Tel: +44 (0)1323 356609 | admissions@bedes.org
    b) **Bede's Upper School:** Duke's Drive, Eastbourne, BN20 7XL | Tel: +44 (0)1323 356939 | upper.school@bedes.org
    c) **Bede's Prep School:** Duke's Drive, Eastbourne, BN20 7XL | Tel: +44 (0)1323 356939 | prep.admissions@bedes.org
    d) **Bede's Nursery:** Holywell Mount, Duke's Drive, Eastbourne, BN20 7XL | Tel: +44 (0)1323 356939 | nursery@bedes.org
    e) **Bede's Summer School:** Upper Dicker, Hailsham, BN27 3QH | Tel: +44 (0)1323 356 688 | summer.school@bedes.org