

Bruern Abbey School

Admissions and Equal Opportunities Policy

This policy applies to all pupils in the school



Reviewed July 2019
by Chris Sanderson (Safeguarding governor)

Checked by
John Floyd and Debbie Swift

Date: August 2019

Next Review August 2020

Contents

Admissions and Entry Procedure – Bruern Abbey School	2
Equal Opportunities	2
Special Education Needs and Disability (SEND)	2

Admissions and Entry Procedure – Bruern Abbey School

Bruern Abbey School is a community which recognises each individual's needs and in which the talents and abilities of children and adults are encouraged. The care for each child is central to the school's aims and provision and as a caring and welcoming community. Our curriculum and pastoral approach fosters the individual's sense of identity and awareness, alongside the important role they play as part of the community. This recognition and appreciation of individuality is central to the school's ethos and is reflected in the procedures through which we welcome, admit and induct children and their families into our community.

The purpose of this policy is to enable the school to welcome, identify and admit children who will benefit from the education offered at Bruern Abbey and who will contribute to and benefit from the ethos and activities of our school community. We will only admit a child and their family who meet these criteria.

Equal Opportunities

We welcome children from many different ethnic and racial groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our school community and the rights and freedoms of others. The School is committed to being an Equal Opportunities Education provider and is committed to equality of opportunity for all members of the school community. The school recognises and accepts its responsibilities under the law, in line with the 1976 Race Relations Act and in line with the Equality Act 2010; all candidates for admission will be treated equally, irrespective of their, or their parents' age, gender, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race or ethnicity, language, religion or belief, national or social origin, sexual orientation, property, birth or other status. We expect all of our pupils to attend all assemblies and outings, and to take full part in all Religious Education lessons.

Special Education Needs and Disability (SEND)

The School currently has facilities for SEND pupils but will do all that is reasonable to comply with its legal and moral responsibilities under equality legislation in order to accommodate the needs of SEND applicants for which, with reasonable adjustments, the School can cater adequately.

the physical layout of the site and buildings may restrict the movement of individuals with particular difficulties with mobility. The school has a three year plan in compliance with the Special Educational Needs and Disability Act.

The school defines a reasonable adjustment as one which can reasonably be undertaken within the normal staffing, facilities and resources of the school. Where the school needs to draw on additional expertise or resources, the cost will be passed on to parents. The School needs to be aware of any known SEND which may affect a child's ability to participate in the admissions procedure and take full advantage of the education provided at the School.

Parents of a child who has any SEND should provide the School with full details prior to the admissions procedure at registration, or subsequently before accepting the offer of a place. The

School needs this information so that, in the case of any child with particular needs, the School can assess those needs and consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the child and the School can cater adequately for the child's needs should an offer of a place be made.

The School will do all that is reasonable to ensure that the information and application procedure is accessible for SEND candidates and will make such reasonable adjustments as necessary. For example, the School may be able to provide an examination paper in large font for a visually impaired pupil. Similarly, if SEND become apparent after admission, the School will consult with parents about reasonable adjustments that may allow the child to continue at the School.

Where specific needs are identified and can be met with 'reasonable adjustment' by the school there will be no additional costs for support. Where it is deemed most appropriate for there to be intervention from an outside resource, the cost for these services will be the responsibility of the parent.

Joining Bruern Abbey School –

Application: To apply for a place, in the first instance, please contact the Admissions Registrar, Deborah Swift admissions@bruernabbey.org. The first step of the application is usually to submit a copy of your son's most recent Educational Psychologist's report so that the school can consider if he and Bruern Abbey are a potential match. The next stages are:

1. The parents of prospective boys come to visit the School, meet the Headmaster for half an hour and then have a thorough tour of the School.
2. If parents like what they see, they can then register their son for one of our assessments which take place throughout the year. The registration fee is £300 and payable prior to the date of the assessment along with completion of the Registration Form. The assessment involves a boy coming to visit Bruern, doing some English and Maths, being taken on a tour and chatting with one of our staff. Boys will also spend part/all of a day with us to get the Bruern experience.
3. On consideration of the work produced and conduct noted during the visit a boy may be invited to spend a full day (plus overnight if a boarding place is sought). Following this and taking into consideration the information supplied and discussions with the parents, the boy will either be offered or refused a place at Bruern. If there is doubt as to the boy's suitability on either the part of Bruern or the parents, then a further visit may be organised. In this case, a provisional offer will be made. This helps the School and parents to confirm both that the prospective pupil would benefit from coming to Bruern and that the boy in question would enjoy his time here.

Procedures Summary: Our admission procedure has four elements:

- discussion with prospective parents;
- an assessment (at which there will be some low-key tests);
- consideration of current attainments in reading, spelling, writing and numerical work and consideration of an up to date Educational Psychologist's assessment;
- successful completion of the day and/or overnight visit.

Assessment: During the assessment, children are assessed in cohorts of no more than six. Some low key tests may be carried out by the Head of Special Needs or another member of staff. The children will also be observed in general play and interaction with other children and staff.

Character reference: The Head of the candidate's current school may be asked to provide a written/oral reference as to the candidate's academic ability, attitude and behaviour, involvement in the school community, talents and interest, and any other special circumstances such as special education needs, or a disability. The reference may also include the results of tests taken at the school (such as NFER or SATs).

Candidate's age: If we consider, as a matter of professional judgement, this would be in the best interests of the pupil and the School then, very occasionally, we may offer places to pupils one year ahead or behind their standard year group,

Special circumstances: We recognise that a candidate's performance may be affected by particular circumstances, for example:

- if he is unwell when taking tests or has had a lengthy absence from his school;
- if there are particular family circumstances such as a recent bereavement;
- if there is a relevant educational history, for example education outside the British system;
- the candidate's disability or specific learning difficulty;
- if English is not the candidate's first language.

Pupils Applying from Abroad: Individual arrangements will be made for families applying to join the school from abroad, however, the application process is fundamentally the same for all applicants.

Not Offered: Should your child not be offered a place following your visit and interview to the school under some circumstances, Bruern may consider your child for a future place at a later date

Sibling Policy: The school offers siblings priority for entry to the school, but the onus is with parents to inform the school of any siblings they may wish to be considered for entry and the same application process is followed.

Disclosures: Parents must as soon as possible disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities or learning difficulties.

The maximum class size within the school is usually 13 but in the following circumstances the class may expand by additional children beyond this if:

- A child with an existing sibling within the school wishes to join
- A member of staff wishes that their child join the school
- A child who has previously attended the school wishes to re-join

Oversubscription: If the School is oversubscribed or if we have to decide between two or more candidates who meet our admission requirements after all appropriate allowances and special consideration has been given, we may give preference to:-

- A child who already has a brother/sister in the school or whose parent is a former pupil here
- A child whose parent is a current member of our staff;
- A child with a particular skill, talent or aptitude.

Offer and Acceptance: If the school offers your child a place a confirmation letter along with an Acceptance Form will be sent to you. To accept the offered place a completed Acceptance Form, signed by both parents, along with a copy of your child's birth certificate should be sent to the Registrar. A deposit is also required to secure the place; details of the deposit are outlined within the offer letter.

Deposit and Cancellation: Please refer to the School's Terms and Conditions for information as to how the Deposit will be held and in what circumstances it will be refunded. Further information is also provided in the Terms and Conditions about cancellation of a place that has been accepted.

Exclusion: In registering your child for a place at the school you are agreeing to abide by the school's regulations and policies and to ensure, in so far as is reasonably practicable, that if your child is offered a place at the school they will be both diligent in their studies and responsible in their attitude and behaviour. Should this become a problem we will make every effort to counsel your child and yourselves and encourage them to modify their behaviour. However, you must accept that it may become necessary for your child's place at the school to be withdrawn and for them to be educated at a school which is more appropriate to their needs. The Headmaster's decision in this matter will be final. See the School's Exclusions Policy.

School's Terms and Conditions: This admission policy must be read in conjunction with the School's Terms and Conditions by which all parents and pupils must abide in relation to treatment of staff and pupils particularly at the school.

Application: To apply for a place, please complete and sign the Registration Form. The Registration Form must be signed by both parents and then returned to Bruern Abbey School together with a registration fee of £250. On receipt of the Registration Form for your child, together with the registration fee, the school will place your child's name on the General Waiting List for the term in which they expect to enter Bruern Abbey School. However, this does not guarantee your child a place. The next stages are:

1. The parents of prospective boys come to visit the School, meet the Headmaster for half an hour and then have a thorough tour of the School. Ideally, parents will have previously submitted a copy of a recent Educational Psychology report (not less than two years old) prior to a visit being booked.
2. If parents like what they see, they can then register their son for one of our assessments which take place throughout the year. The assessment involves a boy coming to visit Bruern, doing some English and Maths, being taken on a tour and chatting with one of our Staff. Boys will also spend part/all of a day with us to get the Bruern experience and if a boarding place is sought, they may be invited to stay overnight on a visit.
3. On consideration of the work produced, conduct noted during the visit and overnight (where applicable), the information supplied and discussions with the parents, the boy will either be offered or refused a place at Bruern. If there is doubt as to the boy's suitability on either the part of Bruern or the parents, then a further visit may be organised. In this case, a provisional offer will be made. This helps the School and parents to confirm both that the

prospective pupil would benefit from coming to Bruern and that the boy in question would enjoy his time here.

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