



Bearwood College

Wokingham

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ADMISSIONS POLICY AND PROCEDURE

Bearwood College is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and contribute to safeguarding and promoting the welfare of children and young people at Bearwood College.

The Bearwood College Policy Documents are revised and published periodically in good faith. They are inevitably subject to permanent revision. On occasions a significant revision, although promulgated within College separately, may have to take effect between the re-publication of the entire set of Policy Documents. Care should therefore be taken to ensure, by consultation with the Senior Management Team, that the details of any Policy Document are still effectively current at a particular moment.

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Authorised by the Headmaster on behalf of the Governors, following Resolution by the Board in January 2012

ADMISSIONS POLICY AND PROCEDURE

POLICY: Aims and Objectives

The aims of the Bearwood College *Admissions Policy and Procedure* are to:-

- allow for the on-going development of a suitably balanced and diverse learning community appropriate to the evolving identity and strengths of Bearwood College as an educational institution
- ensure that admission criteria are clear, fair and objective, taking due account of applicants with specific learning difficulties or with other disabilities insofar as the College is able properly to accommodate such conditions
- ensure that admissions are conducted in accordance with relevant current legislation, regulation and guidance, including current Education, Sex Discrimination, Race Relations, Disability Discrimination and Human Rights Legislation

PROCEDURE

Applications

Interest expressed by a prospective parent/guardian is handled by the Registrar, who:

- answers any queries
- provides documented information such as the prospectus
- arranges with relevant staff for any visits, which would normally include a tour of the College, a meeting with relevant House staff and an interview with the Headmaster; this process is coordinated and overseen by the Registrar

At an early stage in the process, the Registrar briefs the prospective parent/guardian on relevant College details (eg requirements for and of guardians for boarders), and gathers and assesses relevant personal details of the applicant. An interview with the Headmaster or other member of the Senior Management Team, and tour of the College, with the opportunity to meet staff/scholars normally takes place.

If the parents/guardians wish to proceed with the application they complete the Registration Form and pay the appropriate Registration Fee. At that point the prospective scholar is formally Registered. Parents/guardians are asked by the Registrar to ensure that the prospective scholar's present school is kept fully informed as the situation develops.

The Application then proceeds to Assessment.

Assessment

The application procedure normally begins the September prior to the year of entry.

The Registrar administers the Bearwood academic report form to all prospective scholars' current schools for completion by the beginning of January. Assessments for all forthcoming First Form pupils are held at the end of the Autumn Term and/or the start of the Spring Term, including Study Support assessments and Scholarship examinations. The Headmaster conducts individual scholar interview from October onwards.

It is the College's policy to release Common Entrance results in accordance with Common Entrance procedures current at the time. Offers are made to Common Entrance applicants before the results are announced in June. The offers are made on condition of pass rates agreed by the Headmaster and each applicant's current Head Teacher. If appropriate, an applicant may be called in for further assessment before a final decision is made.

Individual arrangements for report assessment, specific to each applicant, are made for entry other than at 11 or 13 into the First and Third Forms (Years 7 and 9).

Non-British and Overseas Applicants

The procedure for non-British applicants to apply from abroad is as above, but all applicants whose mother-tongue is not English take the Bearwood College ESOL test. This may be sent direct to the applicant's existing school to be administered under examination conditions if the Head Teacher is willing, or to the College's local agent.

A personal visit to Bearwood College is recommended if at all possible, but in certain circumstances the College may accept interview briefing from its local agent.

A guardian resident in the UK is required for all overseas scholars. The parent/guardian of an overseas applicant is responsible for handling all necessary visa and other immigration requirements.

Bearwood College does not recommend particular guardians, but as a founder member of AEGIS is happy to suggest appropriate guardianship agencies who it would be helpful to approach.

Criteria of acceptance

Decisions on whether or not to offer a place to an applicant are based upon a combination of any of the following:-

- the applicant's performance at Entry Assessment, Common Entrance etc
- the Headmaster's approval of the assessment report completed by the current school and the applicant's performance at interview
- sibling links to the College
- other connection with the College in terms of the Charity Commission 'Scheme' for Bearwood College including links to the Merchant Navy, the British Armed Forces etc
- current levels of availability and demand in a range of 'sectors' in the College community eg gender, boarding/day, year group, specific skills, etc

- date of registration
- the maintenance and development of the provision of efficient education or the efficient use of resources within the College
- the maintenance and development of an appropriately balanced College scholar community

The College is mindful of its legal duty under the Disability Discrimination Act 1995 not to discriminate against disabled applicants through an inappropriate Admissions Policy and Procedure, and understands that:

- the definition of disability under the Act covers applicants with physical, sensory, intellectual or mental impairments
- discrimination means treating disabled applicants less favourably than other applicants without justification; it also means failing to take reasonable steps to ensure that disabled applicants are not placed at a substantial disadvantage compared to their non-disabled peers
- what constitutes a reasonable step depends on the circumstances of each case.

Non-acceptance

A decision not to accept an applicant may either be provisional, subject to revision upon the future availability of a suitable place, or absolute. Any such decision is at the discretion of the Headmaster. The Headmaster reserves the right to keep open for an applicant the offer of a place at Bearwood College for a limited period, and to withdraw the offer in the event of the place not being accepted within the given period. There is no formal system of appeal against a decision not to accept an applicant, or to withdraw an offer at the end of a given period.

Acceptance

Subject to mutual satisfaction at all stages of the application and assessment procedure, a place is offered through the Registrar, who sends the parent/guardian an Acceptance Form together with any other appropriate documentation.

In particular cases, acceptance may be subject to certain conditions relevant to the individual applicant, agreed in advance between the College and the parents/guardians.

For a September entry, when the Acceptance Form is returned together with the Acceptance deposit, the Joining Instruction Pack is sent out by the College Secretary in May, including details of the accepted applicant's House, Form etc. For a non-September entry, the Joining Instruction Pack is sent out in accordance with the date of entry.

Decisions on placing an accepted applicant in the appropriate House / Year / Form / Set etc are taken by the Senior Management Team in consultation, where necessary, with Houseparents and Heads of Departments, and notified to the parent/guardian by the College Secretary as above.

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