ADMISSIONS POLICY AND PROCEDURE

Please read in conjunction with the Bursary Policy. Absence, unauthorised absence and registers.

For the purposes of this policy 'School' means EYFS (including MTN, Pre Reception, Reception) Belmont Grosvenor School, Before/After School care and BGS Holiday Club.

Admission Procedure

Belmont Grosvenor is a co-educational independent school for pupils from ages 3 months to 11 years of age. The School has approx.130 pupils. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Belmont Grosvenor. We hold a number of open events each term, which give a general introduction to the School. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact the School's admissions manager, Mrs Caroline Garnham on 01423 771029 or email admin@belmontgrosvenor.co.uk to arrange a visit.

Belmont Grosvenor is a non-selective school. However our admission process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the School.

Parents interested in their child attending Belmont Grosvenor School (BGS) are encouraged to visit the school and meet with the Headteacher.

This affords an opportunity to find out more about the school and to discuss their child's future education. Parents seeking a place in MTN are also invited to meet the Nursery Manager. Following that meeting parents may wish to register their child to be considered for entrance at the appropriate time. A non-refundable Registration Fee is payable at that time. The procedure then varies according to the age of the child:

- Parents seeking a place in MTN may request entrance at any time of year and will be offered sessions subject to availability. This includes access to Government funding for 2 year olds.
- Parents seeking a place in Pre-Reception, for the academic year in which their child turns 4, are invited to bring their child for an informal meeting with the Headteacher after which a place may be offered subject to availability. This includes access to Government funding for 3 and 4 year olds. At this moment, we are offering the 15 hours universal funding Children already in MTN will automatically receive an offer of a place in Pre Reception.
- Pre-Prep children (Reception – Year 2) will be invited with their parents to attend an informal meeting with the Headteacher and for the child to attend a taster/assessment session after which a place may be offered subject to availability.
- Prep children (Year 3 –Year 6) will be invited to attend an entrance assessment and taster session which will include an informal interview with the Headteacher. References form the child's previous school are sought. A place may be offered subject to availability and the child meeting the necessary standard for entrance.

- **MTN (Nursery):** Parents seeking a place in MTN may apply at any time throughout the year. Sessions will be offered subject to availability. Eligible families may access the Government's funded early education and childcare entitlements for eligible working parents from the term after their child turns 9 months**,** as well as the 30-hour entitlement for eligible 2-year-olds. Funding is subject to the Government's eligibility criteria and the School's available sessions

- **Pre-Reception:** Parents seeking a place in Pre-Reception for the academic year in which their child turns four are invited to bring their child for an informal meeting with the Headteacher. Following this meeting, a

place may be offered subject to availability. Eligible children may access the Government's early education funding, including the universal 15 hours per week for all 3- and 4-year-olds**.**

- **Pre-Prep (Reception – Year 2):** Children applying for a place in Pre-Prep will be invited, together with their parents, to attend an informal meeting with the Headteacher. The child may also be invited to attend a taster and/or assessment session. Following this, a place may be offered subject to availability and the child meeting the necessary standard for entry.

- **Prep (Year 3 – Year 6):** Children applying for a place in Prep will be invited to attend a taster and/or assessment session, which may include an informal interview with the Headteacher. A reference will be sought from the child's previous school. A place may be offered subject to availability and the child meeting the necessary standard for entry.

EQUAL TREATMENT

Belmont Grosvenor's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Generous bursaries are offered in order to make it possible for as many as possible who meet the School's admission criteria to attend the School.
Belmont Grosvenor is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, sexual orientation or social background. The School's provision for bursaries is described at the end of this policy.

SPECIAL NEEDS

Belmont Grosvenor does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, providing we can offer them any support that they require and cater for any additional needs and that our site can accommodate them.

We strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with the School before he/she visits for their taster day and informal assessment so that we can make adequate provision for him/her. Parents should provide a copy of an educational psychologist's report or a medical report if they have one.

The School will discuss thoroughly with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if he/she becomes a pupil at the School.

THE ASSESSMENT PROCESS

The aim of the process is to identify potential. Belmont Grosvenor is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The School has strong traditions in music, drama, community activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.
We do not informally assess candidates for entry who are below the age of 3

The Headteacher meets with all potential pupils as part of the assessment process.

SIBLING POLICY

Most siblings join us at Belmont Grosvenor. 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.

FLUENCY IN ENGLISH

In order to cope with the academic and social demands of Belmont Grosvenor pupils when they enter into Reception and above must be fluent English speakers. Normally pupils should have been educated in the English medium

before coming to the School. Tuition in English as an Additional Language (EAL) can be arranged at the parent's expense (the EAL policy details all of this information).

RELIGIOUS BELIEFS

Belmont Grosvenor welcomes applications from prospective pupils of all faiths and of no faith. Although Belmont Grosvenor has Christian roots, the School does not select for entry on the basis of religious belief, and it offers the opportunity for Christians, Jews, Hindus, Muslims etc. to practise their own faiths.

SCHOOL'S TERMS & CONDITIONS

Copies of the School's Terms and Conditions will be made available to parents as part of the admissions process.

COMPLAINTS

The School hopes that parents and pupils do not have any complaints about the School's admissions process; but copies of the School's Complaints Procedure are available on our website and can be sent to parents on request.

SCHOOL FEES

Following the offer of a place at the school the place will be confirmed upon receipt of the acceptance form which in the case of entry to Reception or above, must be accompanied by a **Commitment Fee** of £200 which will be held by school and refunded at the end of the child's final term at BGS less any outstanding sums due to the school. This fee is non-refundable in the event of the child not taking up his/her place. Parents with children in Pre-Reception will be asked to pay this deposit before the end of the Autumn term prior to their child moving up to Reception should they wish to accept their automatic offer of a place. Prior to accepting a place at the school, parents will receive a full copy of our school's terms and conditions.

Payment of Fees

MTN fees are payable monthly in advance by standing order or, by cheque made payable to Belmont Grosvenor School if previously arranged with the School Business Manager. BGS fees are due and payable on or before the first day of each term. Bills are sent out at the end of the previous term. Payment may be made by direct transfer or cheque made payable to Belmont Grosvenor School.

Fees are usually reviewed annually by the governors who will advise parents of any changes to the fee tariff before the end of the Summer term. Whilst increases will usually take effect from the start of the Autumn term the governors reserve the right to review fees at any time of year if deemed necessary.

Pupil's Personal Accident Insurance

This is obligatory and offers compensation to the child for any permanent injuries sustained, either in term time or during a school activity.

Notice of Withdrawal

To withdraw a child from MTN a full month's notice must be given. Failure to give such notice will result in one month's fees being charged in lieu of notice.

To withdraw a child from BGS one full term's notice must be given and this must be received in writing at school on or before the first day of the child's last term. Notice is not required in respect of a child due to leave at the end of Year 6.

The requirement to serve notice also applies where parents wish to cancel a place which has been accepted at the school.

School Rules / Code of Conduct, Procedures and Discipline

The parents/guardian and the pupil will be required to comply with all rules, regulations and customs of the school, which may be varied from time to time.

BURSARIES

Belmont Grosvenor's bursary programme is generous and is designed to make it possible for as many as possible of those who meet Belmont Grosvenor's entry criteria to take up a place here. The School offers some means-tested awards annually to entrants at the usual points of entry, where the parents have indicated on the Registration

Form that they require financial support. Bursaries are means-tested in accordance with the criteria published on the School's website. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need. Before the offer of a bursary is confirmed, a member of staff will normally visit the family at their home.

Bursaries are always offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the School. Levels of support may vary with fluctuations in income or wealth.

Bursaries are only offered to families who are resident in the UK.

The School's expectation is that parents who do not choose to apply for a bursary at the time that their child is being assessed will not require financial support throughout the time that their child attends the School, except in wholly unforeseen circumstances, when the Hardship Fund may apply.

Our bursary policy can be viewed on our website or can be obtained from the School Business Manager.

A bursary may be withdrawn in accordance with the terms upon which such award is made or in accordance with the School's Terms and Conditions.