

Date: May 2022

Review date: May 2023

Responsibility: MW, SP, AP, DR

# Bishop Challoner School



## Admissions Policy



## Bishop Challoner School

### ADMISSIONS PROCEDURES

*The procedures outlined below apply to all pupils and parents applying to Bishop Challoner School, including Early Years Foundation Stage.*

This policy and its procedures are compliant with the Education Act 2011, the Equality Act 2010 and related legislation.

*This policy should be read in conjunction with Appendix 1 for Nursery Admissions*

#### **Religious Beliefs**

Bishop Challoner School was founded for the education of Catholic children of the area and it is the Trustees intention that the Catholic character of the school must be maintained. Bishop Challoner aims to attract families who will be in sympathy with the Catholic ethos of the School, and to admit pupils who will benefit from an education at Bishop Challoner. All faiths or none are welcome.

All pupils are expected to attend assemblies and Masses and study Religious Education at GCSE.

#### **Procedures for Admission**

The Trustees determine the policy for admissions. The handling of the admission procedure is delegated to the Headteacher who is required to report back to the Trustees.

Bishop Challoner is an academically selective school with a broad intake range. Our selection 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.

Application begins with registration details and a non-refundable registration fee. Prospective parents are provided with details about assessments at the appropriate time in the admissions calendar.

All applicants are expected to attend the Assessment morning (apart from at 16+) at Bishop Challoner, and a supplementary day is provided for anyone who cannot attend on the specified date.

Candidates are interviewed as part of our assessment process.

In the current climate, the school may adapt the admissions procedures (for example, remote assessment and/or Skype interviews) if deemed necessary to ensure the safety of the school community and prospective families.

References and a latest report are sought for all prospective pupils from their current school.

The usual points of entry are at Reception/4 years, 7+/Year 3, 11+/Year 7, 13+/Year 9 and 16+/Year 12.

The school may also have occasional places at other ages. Parents may apply for places at any stage in their child's education. Please contact the Admissions Registrar for details. Ms Sara Pittman [admissions@bishopchallonerschool.com](mailto:admissions@bishopchallonerschool.com)

### **The Assessment Process**

The dates for the assessment process for the current year are published on our website, together with the dates that results are posted to families and the closing date for acceptances. We will offer places to candidates from our waiting list after the closing date for acceptances.

The Assessment mornings are held early in the Spring term and decisions are posted by February half term. Once a formal acceptance has been received by the school, this completes a legally binding agreement and a deposit is required.

### **Nursery**

Children are invited to attend short induction sessions in the Nursery. These sessions last up to one hour at a time, where our professional practitioners make a holistic assessment of a child. We feel that these short sessions work harmoniously with both the school, prospective parents and more importantly, their child.

In the nursery, observations of the child will take place amongst their peers by our Nursery key workers and the Head of EYFS. We know that all children develop at different stages and in accordance with their age and developmental stage. The child is observed playing, interacting with peers and adults and in their demonstration of knowledge, communication and language and their social and emotional skills. The children are assessed in accordance with their age and developmental stage, therefore the expectations for a two year old will vary on those of a child who is nearly 4 years old.

The child is observed in accordance with their age and developmental stage and a professional judgement is made as to whether or not Bishop Challoner is a suitable place for the child to thrive. Bishop Challoner is adept at assessing children who have English as an additional language (EAL) and has a clear policy on offering places in accordance with its equal opportunities policy. The number of sessions required to make a fair assessment is entirely dependent on the individual child but is generally one or two.

### **4+**

In Reception, assessment is based on observing children in small groups and on a one-to-one basis. This provides the assessor with the opportunity to see how well each child interacts with their peers and also how their communication and language skills are developing. Children are also assessed on their numbers, sounds and colours. Behaviour also plays a key role in the assessment process and previous settings will be asked to provide a report for the child being assessed. An overall professional judgement is then made by the assessor as to whether or not the child is developmentally ready to join Bishop Challoner.

The assessment morning features a mixture of formal tests and informal, fun activities. The day also gives pupils the chance to judge if Bishop Challoner is the right place for them.

### **7+**

Admission to the Preparatory School is determined by both teacher observation and formal assessment.

Prospective pupils will be invited to spend the day in school where they will be observed interacting with classmates and staff. During the day they will be required to complete assessments in English and Maths.

## **11+ and 13+**

Pupils in Year 6 at Bishop Challoner School automatically transfer to the senior school provided they have a good behaviour record, sound academic progress and work ethic. If there is a concern regarding transfer, this will be flagged up in year 5 with the parents. They take the assessment for the 11+ for scholarship purposes.

Pupils sit papers in English, Maths and Verbal Reasoning.

## **Sixth Form**

Pupils must have gained at least six GCSE subjects with Grade 4 or above including at least Grade 6 for the subjects that they wish to study at A Level. Candidates are expected to achieve Grade 7 or above in some subjects that they wish to study at A Level. A minimum of Grade 4 in both English Language and Mathematics is a requirement. A reference, a recent report and predicted GCSE grades will be required. A Skype interview may be requested for overseas pupils. The suitability to continue into Year 13 will be reviewed at the end of Year 12 and pupils will need to have performed well to continue.

## **Sibling Policy**

Most siblings join us at Bishop Challoner. 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. Sibling discounts are being offered from 1<sup>st</sup> September 2022. These will be applied at a rate of 5% for the 1<sup>st</sup> sibling (second child) and 10% for each subsequent sibling (third child and additional children) and are discounts from the advertised fee rates shown on the school website. If customers are in receipt of any other funding such as Nursery Education Grant or other discounts such as bursaries and scholarships, the sibling discount will not be available.

There is a reduction on the deposit payable for a second and third child.

## **Scholarships and Bursaries**

In the Preparatory School, some 7+ academic scholarships are available and awarded following assessment. These awards will be reviewed termly until the end of Year 6.

Scholarships available in the Senior School range from academic, music, sport, art, and performing arts and vary depending on the year group.

Scholarships are held for the duration of a pupil's time at the school, provided his/her conduct and contribution to the school are satisfactory and these are reviewed termly.

All Bursary awards are subject to an annual review. 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.

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.

Our scholarship and bursary policy are available from the school office on request.

### **Overseas Applicants**

We welcome overseas pupils who can study at Bishop Challoner School provided that he/she has a British or EU Passport and has the right to reside in the UK with indefinite leave to remain.

Unless a candidate can evidence their English language ability by way of a certificate in one of the approved tests they will be asked to sit an English assessment as part of the Bishop Challoner entry procedure.

In order to cope with the academic and social demands of Bishop Challoner School pupils must be fluent English speakers.

### **Equal Opportunity**

Our aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. Bishop Challoner is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background.

### **Disabilities, EAL and Special Educational Needs**

The School has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities (under the Equality Act 2010) in compliance with the Equal Opportunities Policy in order to accommodate the needs of candidates who have disabilities for which, with reasonable adjustments, the school can cater.

The school welcomes pupils with special educational needs providing that its Learning Support Department can offer them the support that they require. We welcome pupils with disabilities provided that our site can accommodate them. However, we strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with Bishop Challoner before he/she sits the entrance examination so that the school 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 when submitting the initial application.

The school will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she becomes a pupil at the school. These adjustments will be subject to the School's Disability and Accessibility Plan and usual routines and budget constraints. The school will make reasonable adjustments where necessary but there are some types of diagnosed conditions that require expert support beyond the capability of the school.

When registering for admission, parents of a child who has any disability, English as an additional language, or special educational needs must provide the school with full written details. Such details are required so that the school can assess the pupil's needs and ensure that adequate facilities can be provided throughout the admissions process.

Additional time and other special arrangements deemed reasonable and necessary will be made available for pupils with special educational needs in the entrance examination, provided that:

- Notice of such special educational needs has been given to the school; and
- The school has been provided with a copy of an Educational Psychologist's report, EHC Plan or medical report (prepared within the last twelve months), which must include a recommendation for such special arrangements.

These must be provided to the School no later than the admissions registrations deadline.

We encourage prospective parents and pupils with individual needs to meet with the School's Learning Support Coordinator before taking our entrance assessment.

## **School's Contractual Terms and Conditions**

These are available on request from the Admissions Department.

### **Over Subscription of Places**

Where applications for admission to the Senior School exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

- Results of admissions tests, interviews, report from current school and ability to integrate into the School community as evidenced on assessment mornings
- Siblings of present or past pupils
- Preference given to pupils whose families are practising Roman Catholics or practising Christians of other denominations
- The pastoral benefit to be derived by a particular child in a Roman Catholic school.

### **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 can be sent to parents on request and is available for download from our school website under 'Policies'.

### **Appeals Procedure**

Parents have the right of appeal against a decision not to admit a child. Parents wishing to exercise their right of appeal should write to the Chair of Trustees c/o the school, giving the reasons for their appeal, within 28 days of being notified of refusal of a place.

The Chair of Trustees will set up an Appeals Committee, which will consist of three Trustees.

The Headteacher or their nominee will present the case for not offering a place to the Appeal Committee. Parents are entitled to attend the Appeal Committee and/or be represented. The statement made by the Headteacher will be sent to the parents five working days before the appeal. The conduct of the appeal hearing will follow normal practices in these matters. The decision of the Appeal Committee will be sent in writing to the parents and the Headteacher. The decision will be binding and final.

### **Data Protection**

Bishop Challoner has policies and procedures in place to ensure compliance with the Data Protection Act 2018 incorporating the General Data Protection Regulations [GDPR].

Full details of how your data is used can be found on the Bishop Challoner School website in the Privacy Notice section [www.bishopchallonerschool.com/privacy](http://www.bishopchallonerschool.com/privacy)

Any changes to this Admissions Policy will only be made with the full agreement of the Trustees.

Reviewed by: MW/SP/DR/AP

Review Date: May 2022

Next Review Date: May 2023

## Appendix 1- Nursery Admissions Policy

We operate an inclusion and equality policy in line with the Education Act 2011, the Equality Act 2010 and related legislation.

### Waiting List

Parents are encouraged to book early for places. At the time when a booking can be confirmed, a deposit of **£500.00** is necessary to secure the place.

Our admissions policy is on a first-come, first-served basis unless we are over-subscribed when the following will apply;

- Results of assessment tests, report from current school and ability to integrate into the School community as evidenced on assessment days
- Siblings of present or past pupils
- Preference given to pupils whose families are practising Roman Catholics or practising Christians of other denominations
- The pastoral benefit to be derived by a particular child in a Roman Catholic school
- Current part-timers who wish to increase or change sessions are given priority over children on the waiting list

Prior to a child attending Bishop Challoner School, parents must:

- Provide a copy of the child's birth certificate
- Sign an acceptance stating that they have read the school's parent contract and understand the terms and conditions
- Sign a copy of the Parental Declaration form stating the hours and days that they wish their child to attend. This is an agreement to allow us to claim the government funded place. (A new Parental Declaration Form must be submitted each time the required hours change.)
- Sign an application form. This form provides the setting with personal details relating to the child. For example, name, date of birth, address, emergency contact details, dietary requirements, contact details for parents, doctor's contact details, SEND, allergies, etc.

### Providing government funded places – Universal 15 hours

All funded sessions are in line with the Government's Statutory Guidance and Local Authority requirements. When you register your child for their funded place we will discuss the availability of sessions and as far as possible with availability and staffing arrangements we will try to accommodate your wishes. We will try to accommodate hours needed or if changes to hours are needed but this should be booked a term in advance. Please note we have a termly intake.

All funded or paid for sessions must be booked in advance and any changes or cancellation (notice to leave) must be made in writing one term in advance. We offer unfunded places for rising 3 year olds.

	<b>Universal 15 hours</b>	
Free Offer	Monday to Friday 12:00 noon until 3.15pm 35 weeks a year	These hours are free and will be allocated on a first-come, first-served basis.
<b>Intake</b>	Term after child turns three until compulsory school age	