

# Beaufort House School

## Admissions Policy

### 1. Purpose

This policy sets out how Beaufort House School considers applications for places, how the admissions process works, how decisions are made, and how accepted places are secured.

It is intended to be:

- clear to parents
- fair in operation
- consistent with the school's educational model
- suitable for publication and provision under Part 6 of the Independent School Standards.

### 2. Scope

This policy applies to applications for places at Beaufort House School for children aged 4 to 11.

It covers:

- admissions enquiries
- visits and events
- applications
- fit discussions
- offers and refusals
- deposits and acceptance
- waiting list arrangements where relevant
- review of decisions

It does not replace:

- the Parent Contract / Terms and Conditions
- the Fees Policy
- the SEND Policy
- the Complaints Policy

### 3. Admissions principles

BHS aims to admit children and families who are likely to thrive in, and support, the school's educational approach.

Admissions decisions will be made:

- case by case
- in good faith
- on the basis of the child's age, stage and likely fit with the school
- with regard to the school's ability to meet the child's needs safely and appropriately
- without unlawful discrimination

As an independent school, BHS is not operating the maintained-sector School Admissions Code process, ranking system or statutory appeal structure. Instead, it must operate a clear and fair independent-school admissions process and comply with applicable equality and consumer obligations.

#### 4. Entry points and age range

The current intended age range for BHS is 4 to 11.

The school is organised into:

- Spark: ages 4 to 7
- Discovery: ages 7 to 11

Within Spark, Reception-aged children form an EYFS subgroup.

The school may accept applications for:

- the normal point of entry
- in-year entry, where places are available and the school considers the placement appropriate
- occasional deferred entry arrangements, where agreed by the school

#### 5. Admissions process

The standard admissions journey is:

1. **Initial enquiry**
2. **Info Kit**
3. **Open Evening or visit**
4. **20 minute Fit Call**
5. **Application**
6. **Review by the school**
7. **Offer, waitlist or refusal**

## 8. Acceptance and deposit

The current commercial sequence already fixed for BHS is:

**Info Kit → Open Evening → 20-minute Fit Call → Apply → Deposit.**

### 6. Information provided to parents

Before offering a place, BHS may provide or direct families to:

- school overview materials
- admissions information
- fees and deposit information
- curriculum overview
- behaviour expectations
- safeguarding and welfare information
- parent contract terms
- relevant policies and forms

This allows parents to make an informed decision and supports Part 6 compliance.

### 7. Application requirements

An application will normally require:

- a completed application form
- basic pupil and parent details
- relevant educational history
- relevant medical, SEND or safeguarding information
- any supporting reports the school reasonably requests
- payment of the non-refundable registration fee

Current BHS admissions charges:

- **Registration fee:** £150 non refundable
- **Acceptance deposit:** £5,000
- **Fees:** £30,000 including VAT

### 8. Assessment of applications

BHS does not operate admissions by automated score.

The school will consider:

- the child's age and stage
- whether there is an available place

- whether the child is likely to access and benefit from the provision offered
- whether the school can meet the child's needs safely and appropriately
- whether the family appears to understand and support the expectations of the school
- whether any further information is needed before a decision is made

This may include:

- records review
- conversation with parents
- age-appropriate meeting or observation with the child
- discussion of support needs
- discussion of medical, behavioural or safeguarding matters where relevant

## 9. SEND, disability and additional needs

BHS will consider applications for children with SEND or disabilities carefully and individually.

The school will not refuse an application simply because a child has additional needs.

However, before offering a place, BHS may need to consider:

- whether the child's needs can be met reasonably and safely within the school's staffing, environment and provision
- whether reasonable adjustments can be made
- whether specialist provision beyond the school's resources would be required
- whether admission at that point would be in the best interests of the child and the existing pupils

Where further information is needed, the school may ask for reports or hold further discussions before making a decision.

## 10. Medical and welfare information

Parents must disclose relevant information that may affect:

- safety
- learning
- supervision
- lunchtime arrangements
- medication
- allergies
- behaviour
- safeguarding

Failure to disclose material information may affect the school's ability to offer or maintain a place.

## 11. Offers

If BHS decides to offer a place, the offer will normally be made in writing and will state:

- the year group / phase
- the intended start date
- any reasonable conditions of entry
- the deadline for acceptance
- the deposit requirement
- any documents that must be completed before starting

An offer is not secured until:

- the acceptance is confirmed by the parent
- the required deposit is paid
- the required forms and disclosures are completed
- any stated conditions are met

## 12. Conditional offers

BHS may make an offer subject to conditions, for example:

- receipt of further records or reports
- satisfactory clarification of medical or SEND needs
- completion of safeguarding or welfare documentation
- completion of contractual paperwork
- final availability of a place in the relevant phase

Where a condition is not met, the offer may be withdrawn.

## 13. Refusals

The school may refuse an application where, for example:

- no place is available
- the school concludes that it cannot meet the child's needs appropriately or safely
- key information has not been provided
- the family does not appear willing to support essential school expectations
- entry at that stage would not be in the best interests of the child, the cohort or the school community

Refusals will be handled respectfully and, where appropriate, briefly explained.

#### 14. Waiting list

Where demand exceeds places, BHS may operate a waiting list.

A waiting list:

- does not guarantee a future place
- may be reviewed by the school at intervals
- may take account of year group balance, timing and overall fit
- may be closed where the school considers this appropriate

BHS is not required to operate the same oversubscription and waiting-list rules as maintained schools or academies, but any waiting-list process it uses should still be clear and fair.

#### 15. Start of place

Before a child starts, BHS will normally require:

- signed acceptance documentation
- deposit paid
- emergency contact details
- medical and dietary forms
- consent forms as required
- any agreed support planning completed
- payment arrangements in place

#### 16. Withdrawal before starting

If a family accepts a place and then withdraws before the child starts, the treatment of the deposit and any fees paid will be governed by the Parent Contract / Terms and Conditions.

#### 17. Mid year admission and transition

For in-year admissions, the school may take additional care over:

- current year-group composition
- transition timing
- academic continuity
- social fit
- behaviour and safeguarding history
- support requirements

The school may conclude that a deferred or alternative start point is more suitable.

## 18. Review of admissions decisions

Because BHS is an independent school, it does not operate the statutory maintained-sector admission appeal regime. However, where a parent believes a decision was reached on inaccurate information or without relevant material being considered, they may ask the school to review the decision internally.

A review request should:

- be made in writing
- identify the point said to be wrong or incomplete
- provide any further relevant evidence

A review is not a guarantee that the original decision will change.

## 19. Complaints

Concerns about the conduct of the admissions process should first be raised with the school directly. If not resolved, the Complaints Policy applies.

## 20. Publication and review

This policy will be:

- made available to parents and prospective parents
- reflected in the school's parent-information / website publication set
- reviewed at least annually, or sooner if the school's admissions model changes