



ADMISSIONS POLICY

St. Bede's College is a Catholic Independent Co-educational 3 – 18 Grammar School, founded in 1876 by Cardinal Vaughan, which endeavours to transmit the message of the Gospel rooted in the teachings of Jesus Christ.

St. Bede's College welcomes Catholic and non-Catholic pupils. Every pupil should experience educational excellence and exhibit values through the unique contribution each member makes to the rich diversity of the College community.

St. Bede's dedication to the pursuit of learning and his search for knowledge of the Lord is an inspiration to us all.

INTRODUCTION

Applications to St. Bede's College from 3 – 18 are accepted from Catholic and non-Catholic pupils. The College expects all families to be in sympathy with the Catholic ethos and for pupils to fully enter into the distinctive character of the College which underpins everything we do.

ADMISSION PROCEDURES

PREP (3 – 11)

Pupils are aged 3+ years on entry (or 3 in the Autumn Term) to be eligible for the Nursery Class and 4+ years on entry for the Reception Class.

Initial enquiries are recorded by the Prep Office Manager and the prospectus is available to view online. A registration form is to be completed by the interested parents which can be requested from the Prep Office or via the online enquiry form. Invitations will be extended to interested families to attend the next Open Morning and parents are also welcome to visit the school by prior arrangement with the Prep Office Manager who will arrange for the Head of Prep to meet parents and show them round the school.

Pupils wishing to gain entry to Nursery, Reception or Year 1 are invited, along with their parents to meet both the Head of Prep and lower school staff who will ascertain their early learning skills.

Entrance Assessments, for pupils due to enter Years 2,3,4,5 or 6 are held in January. Alternatively, opportunities will be provided on an individual basis to gain entry at other times during the school year if places are available.

Parents are informed in writing of the decision in respect of their children. Those parents whose children have been offered a place at the school are invited to complete and return the Admission Register Form to the Prep Office Manager.

Although the data obtained from the Entrance Examinations plays a major part in our decision to offer a place, account is also taken of other factors. Where a prospective pupil has an older brother/sister already in attendance at the school, our commitment to the family of that child would predispose us to offer a place; in addition, evidence of potential is as important as the results achieved.



St. Bede's Prep is fee paying. On acceptance of a place, parents are asked to pay a deposit of £300 to secure that place. It is a non-refundable deposit in all instances.

Details of the current fees are available to view from the College website or from the Prep Office Manager at St Bede's College Prep

No financial assistance in the form of bursaries is currently available in respect of pupils attending the Prep.

SENIOR (11 – 16)

Initial enquiries are recorded by the Admissions Manager or via the online enquiry form on the College website. Invitations will be extended to families to attend the next Open Morning and will be directed to the College Prospectus which is available to view online. Interested parents are invited to complete the Application Form which can be sent from the College or is available to complete online.

All candidates seeking entry into the College are requested to meet the Headteacher with their parents and they are invited to take a tour of the College. They must sit an entrance examination which for entry at Year 7 (the Upper Third) takes place in January each year.

All candidates must also attend a Taster Day where they will gain a valuable insight into what it is like being a pupil at St. Bede's College, the standards of the College and why it is a unique place to learn.

When offering places, the Headteacher takes account of candidates' performance in the entrance examination, their conduct during the Taster Day and reports/references obtained from their previous school. The Headteacher's decision regarding the offering of a place is final.

St. Bede's College is a fee paying school. A small amount of means tested Bursaries are available. All Bursary applicants must submit a form to the Finance Office of the College.

The College publishes its entrance assessment results and offers of places on the date agreed by the Greater Manchester Consortium of Independent Schools and state grammar schools. This date usually occurs in the first week of March. In accordance with the procedure agreed by the schools within the Consortium, parents are given twelve days in which to accept or refuse the offer of a place.

Pupils seeking entry to year groups (other than Year 7) in the Senior part of the College will follow the procedure outlined above except they may take the Entrance Assessment and attend a Taster Day at any point during the academic year. If places are available in the desired year group, each candidate will be considered for entry at the discretion of the Headteacher.

Due to the nature of the 3 – 18 College, it is assumed that Prep pupils will continue into the Senior part of the College and therefore have a guaranteed place without sitting the Entrance Assessment. Those pupils who enter Prep 6 after October half term will be expected to sit the Entrance Assessment in the following January and the Headteacher's decision regarding the offering of a place for those pupils is final.

SIXTH FORM (16 – 18)

Pupils from the Upper Fifth (Year 11) currently at St. Bede's College are expected to continue with their education in the Sixth Form and therefore they have a guaranteed place. The entry requirement for the Sixth Form is a pass at Grade 4 and above in six GCSE's including those subjects which are to be studied at A Level. Bursaries already held by pupils will continue into the Sixth Form. For all other pupils seeking bursaries or



scholarships these will be available in Year 12 in line with the College's Admissions Policy. The following procedures will apply to external pupils from other schools seeking a place at St. Bede's Sixth Form:-

- a) Following receipt of their applications, interviews are held from late January onwards. The interviews are usually conducted by the Head of Sixth Form, Deputy Head of Sixth Form and the Senior Deputy Head or Headteacher.
- b) Applicants are required to obtain at least a GCSE grade 4 in the chosen A Level subjects. If a candidate wishes to study Mathematics or one of the Science subjects, a GCSE grade 7 will be required. For Further Mathematics, a GCSE grade 7 is required.
- c) The offer of a place is conditional on a successful interview at St Bede's and a favourable reference from the candidate's present school.
- d) International Students will be interviewed by Skype and the College will adhere to Tier 4 principles and guidance.

All matters relating to admission to the Sixth Form are contained in the Sixth Form Prospectus.

The Headteacher reserves the right to deny access to the Sixth Form to any pupil whose presence in the Sixth Form, in his opinion, would be inimical to the academic, behavioural or spiritual character of the Sixth Form and/or the College. It is so important that the student leaders of the College in the Sixth Form fully understand that they have a responsibility across the whole College and act as role models to the younger pupils. The Headteacher's decision in all cases will be final.

WAITING LISTS

If any year group throughout the whole College (from 3 – 18) is full and there is a waiting list, preference will be given first to children with siblings in the College already and then to baptised Roman Catholic children and other Christian denominations.

SPECIAL EDUCATION NEEDS AND DISABILITY

The College has limited facilities for children with physical disabilities, but will do all that is reasonable to comply with its legal and moral responsibilities under the guidance, *Special Education Needs and Disability Code of Practice 2014*, in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the College can cater adequately.

Parents or guardians of an applicant who has any disability or special educational need should provide the Headteacher with full written details when applying for admission and any additional information at least one week before attending a Headteacher's Meeting, Taster Day, Open Morning or Entrance Examination at the College.

The College needs this information so that, in the case of any applicant with particular needs, we can assess those needs and make sure that the College can provide adequately for them throughout the admission process (including at interview, on attendance at the College and during the Entrance Examination, as appropriate).

The College will consult with parents or guardians about the adjustments which can reasonably be made for the applicant both during the admission process and later as a pupil.



Agreed by:	Chair of Governors and Governing Body
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Date:	February 2017
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Effective date of the policy	February 2017
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Date of Review:	October 2021
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