



St Bernard's Preparatory School

Admissions Policy

Authorised by: The Board of Governors of St Benedict's School

Term: Advent 2025

Signature:

Review Date: Advent 2026

Circulation: Governors/all staff/volunteers automatically
Parents on request/School Website

Status: Current

Contents

Mission Statement	3
Introduction	3
Principles.....	3
Procedures for Admissions	3
Transfer for existing pupils	4
Education, Health and Care Plan (EHCP).....	4
English as an Additional Language	4
Prior to Joining St Bernard’s Preparatory School.....	4

This policy applies across the school at all ages from the Early Years setting to Remove (Year 6)

Mission Statement

With God as our shelter and Christ as our guide, the mission of St Bernard's Preparatory School is to educate towards love and service to God, each other and the wider community. Through our broad balanced curriculum, we will develop an understanding of each faith and the values we share. We will treat each person with respect, knowing we are special and unique.

St Bernard's is part of the St Benedict's family of schools. All schools in the group share a similar Catholic and Benedictine/Bernardine ethos.

Introduction

The Catholic character and ethos of St Bernard's Preparatory School lies at the heart of our existence as a school. St Bernard's has a strong academic record, and the School is committed to supporting its pupils so that they can truly develop to their full potential.

St Bernard's Preparatory School is committed to providing an environment which values and includes all pupils, staff, parents and visitors regardless of their educational, physical, sensory, social, spiritual, emotional and cultural needs. It is further committed to challenging attitudes about disability and accessibility and to developing a culture of awareness, tolerance and inclusion. Where it is practicable to make reasonable adjustments to enable a prospective pupil to take up a place at the School and to satisfy the current admissions criteria, the School is committed to providing those reasonable adjustments.

Principles

St Bernard's Preparatory School is an independent Catholic day school offering education from Pre-Nursery to Year 6. Entry to the School is by a process of academic assessment in which religious background and other abilities are also taken into account. The School is open to prospective pupils of all races, nationalities and religions, including those of no specific faith.

Pupils are considered for the year group appropriate to their age. An individual would only be placed out of year in exceptional circumstances and at the discretion of the Headteacher.

The selection process for entry to the school usually includes an academic assessment, interview and receipt of a School Reference from the candidate's current school. The final decision relating to admissions is made by the Headteacher. The admissions process is managed by the Registrar. The Headteacher's decision is final. It is a condition of admission to the School that parents accept the School's Terms and Conditions.

Procedures for Admissions

Children are eligible to join the Early Years Dept. once aged 2 ½ years. Children are observed during a short play session in order to assess their readiness for entry into Pre-Early Years. We encourage that they are toilet trained and able to feed themselves, prior to joining us. For entry to Reception, using the School's criteria for admission, children are observed in a classroom situation and asked to carry out certain tasks individually and in small groups.

The offer of a place is subject to the successful outcome of the assessment morning and a parental interview with the Headteacher.

There is a smaller intake of children for entry to Years 1-6, when assessment is more formal. Children seeking admission at these stages are assessed in English, Maths and Reading and the prospective pupil and parents attend an interview with the Headteacher. A School Reference is usually sought from the current school.

Transfer for existing pupils

It is expected that in most instances children already in the Reception will transfer to Year 1.

Transferring into Year 1 is subject to a pupil making satisfactory progress. It is for the School to deem whether progress is satisfactory or not.

The parents of children who are not being offered a place in Year 1 will be informed by the School in Reception.

Education, Health and Care Plan (EHCP)

Children, holding an EHCP will be considered for a place at St Bernard's Preparatory School. An offer of a place will be dependent upon whether or not it is in the best interest of the child and whether the school is able to make reasonable adjustments to meet the needs of the child. This decision will be taken following a consultation process-with parents, any medical staff and, where appropriate, the Local Authority.

We will co-operate with the Local Authority to ensure that relevant reviews, including the annual review, are carried out as required by regulation and best practice. Please refer to our Medical Conditions Policy. If an offer is subsequently made and accepted, provision for appropriate support may be subject to an additional charge.

English as an Additional Language

St Bernard's Preparatory School will consider children who have English as an Additional Language (EAL). The assessment procedure will be used to gauge the support that may be needed in order to ensure equal access to the curriculum, along with all other aspects of life at our school. If an offer is subsequently made and accepted, provision for appropriate support may be subject to an additional charge.

Prior to Joining St Bernard's Preparatory School

Completed Registration Form, Parental Contract & Acceptance Form, Medical Information Form, Allergy Form and the Home/School Agreement.

This provides school with the following vital information, and informs the parents of the basic standards of behaviour and the attitude towards teaching and learning that the school expects and requires:

- Name, home address and date of birth of each child
- Starting date
- Name, address, telephone numbers and emails of parents or guardians
- Emergency telephone numbers of parents or guardians
- Special diets
- Name, address and telephone number of the child's doctor
- Illness and inoculation details
- Details of any allergies
- Parental consent on emergency procedures

Parents or guardians will also be asked to provide St Bernard's Preparatory School with any further information which they feel will enable us to take the best possible care of their children.