



BRADFIELD COLLEGE

Admissions Policy

Document Control	
Document title:	Admissions Policy
Author:	Alexandra Acton, Senior Deputy Head
Version number:	1.5
Document status:	Approved by Stuart Williams, Head of Compliance
Effective Date:	December 2023
Date of next full review:	August 2027
Documentation Location	Website/About Us/Polices

Admissions Policy

Bradfield's aim is to ensure that every pupil who joins is capable of accessing and achieving across the full breadth and depth of the curriculum. This forms the basis of our Admissions Policy and includes the academic, co-curricular and pastoral (boarding and welfare) spheres. Whilst it is important that we are confident that prospective pupils will benefit from the breadth of a Bradfield education, we also consider what wider contribution they will make to the Bradfield community. We are looking for young people who will flourish and develop individually, but we are also looking for those whose presence in the College will have a positive impact on the education of others. We routinely offer places for entry into Years 9, 10, 11 and 12 (A-level or IB). Bradfield College is committed to look favourably on siblings and applicants with strong connections to the College, so long as they meet our selection criteria.

Bradfield welcomes pupils with disabilities and/or special educational needs, provided we can reasonably offer them any support that they require. 'Reasonable' support will be judged in terms of the financial costs involved, the demands the support places upon staff, and the extent to which the provision might compromise the College's educational obligations to its other pupils and the extent to which our site can accommodate them. In general, the needs of most pupils with mild disabilities and/or special educational or welfare needs can be met, but pupils with more severe learning difficulties may require support beyond what the College is reasonable able to provide.

We strongly advise parents of children with special educational needs, physical or mental disabilities to discuss their child's requirements with us before he/she sits the entrance exam/Admissions assessments so that we can discuss adequate provision for them. This is also true if a potential pupil has other significant welfare needs. Parents should provide (with the Registration Form) a copy of any information relating to a child's disability, special educational needs or other welfare needs. This may include an Educational Psychologist's report or a medical report at the time of application, if they have one.

Admissions Procedure:

Candidates will have Admissions interviews to determine whether they can access Bradfield's curriculum and fully engage with the co-curricular life of the College.

Girls and Boys at age 13 into Year 9:

- Participate in problem solving exercises
- One to one interviews (Academic and Pastoral/Co-curricular)
- **All prospective** Year 9 pupils have to take the ISEB Common Pre-test in Year 6 – no candidate is excluded from the Assessment process on the basis of their test result.
- A Headmaster or Headmistress's reference from the pupil's current school in the Bradfield College format.
- By Common Entrance, Prep School Baccalaureate, Common Academic Scholarship or Bradfield Entrance tests or end of Year 8 exams at the prep school
- 13+ Scholarship candidates are assessed in February of the year of entry. Further details can be found in the Admissions section on the Website.

Girls and Boys at 16 into Year 12: (A-level or IB)

- A Headmaster or Headmistress's reference from the pupil's current school in the Bradfield College format.
- Personal written statement (250-300 words);
- Online cognitive Assessment tests, and an interview during Year 11

- GCSE prediction or actual grades; places are conditional on attaining a minimum of six (I)GCSE passes at Grade 6 or above, with a minimum of Grade 5 in English Language and Mathematics
- Sixth Form Scholarship candidates are assessed in November of the year before entry. Further details can be found in the Admissions section on the Website.

Girls and Boys into Year 10 or 11

- Online cognitive Assessment tests,
- Last two years' school reports;
- An appropriate reference from the pupil's current school in the Bradfield College format.
- Admissions interview
-

References and information sharing

Discussion with parents is ongoing during the application process so families are aware whether Bradfield feels that they can reasonably make adequate provision for the child. Bradfield will also 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, so that appropriate care plans or educational plans can be put in place.

Satisfactory reports about performance in relation to the above criteria, in combination with a satisfactory reference from the pupil's current school, form the basis for Bradfield to make place offers. The pupil's current school must complete the Bradfield reference request in full. SEN, disability and welfare information must be provided to the College in advance so that it can be taken into consideration during the assessment. Failure of either the pupil's parents or their school to fully disclose pastoral, safeguarding, behavioural information or conditions requiring reasonable adjustments may lead to the offer of a place at Bradfield being withdrawn.

Parents are required to provide a copy of any medical or educational psychologist's reports in respect of their child at the time of registering their child or, if after such date but before their child starts at the College, immediately upon receipt. It is the parents' responsibility to pro-actively notify Bradfield College of any changes in learning or welfare needs in a timely manner once the Admissions process has begun. In the vast majority of cases, this will not affect a pupil's place at Bradfield. However, the school may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming in their communications with Admissions about any material change to their child's circumstances.

Exceptional (out of cycle) Admissions

For pupils applying outside of the routine timelines outlined above, Admissions will liaise with the Deputy Head (Academic) and Deputy Head (Pastoral), who may also involve the Head of SSSD, Assistant Head (Safeguarding) or Medical Centre staff as appropriate. Late entry pupils will need the support of enhanced references and interviews, in order to ensure that Bradfield can reasonably cater for any needs, and to ensure that the pupil can thrive and develop in the Bradfield environment.

The reason for this enhanced information requirement is that out of cycle moves can be exceptionally challenging for pupils. They need to be independent and resilient to catch up academically, and also to join established friendship groups and relationships. It is therefore important that we have as much information as possible to make a thorough assessment as to whether the move is in the child's best interest. Failure to disclose significant information could lead to a place being withdrawn. The cut off for exceptional moves is Easter in Year 10 for GCSE and October half term Year 12 for A Level/IB due to the exceptional volume of missed content and coursework complications.

House Moves

Once at College, pupils may only change House with the permission of the Deputy Head (Pastoral) and only in the most exceptional circumstances, such as on the recommendation of the Police, Social Services or the Welfare Management Team. House changes will only be actioned at the beginning of the new academic cycles at the start of the GCSE and 6th Form.

Change of boarding/day status

Bradfield College reserve the right to allocate boarding/day boarding spaces as we see fit in order to maintain balance and efficiency of throughflow. Boarders are expected to maintain their status for the full academic year (not on a termly basis). Any pupil seeking permission to change from boarding to day status in-year will need to submit an application, giving at least one term's notice, to the Deputy Head (Pastoral) who will consult with Admissions and the Headmaster. If given permission to change status in-year parents will still be liable for boarding fees until the end of the academic year, which is a natural point in the recruitment cycle in which we can backfill the space. The boarding place will not be reserved and there will be no guarantee that a pupil will be able to change back to boarding at a future date.

Pupils wishing to change status in-year from day to boarding will also need to apply to the Deputy Head (Pastoral). Whilst the majority of requests can be satisfied by the start of the new academic year in September, if capacity and throughflow permits there may be the potential to change earlier, although this cannot be guaranteed.

Offer of a place:

On completion of the Admissions procedure, successful candidates will be sent an Offer Letter and **Final Entry Form** which should be returned to the College together with the Guarantee Fee. All offers are made subject to the Terms and Conditions of Entry. Failure to follow the conditions laid out in this policy may lead to an offer being withdrawn or being transferred to a conditional place which is held under review. A place will only be offered to a candidate with specific needs if we are confident that Bradfield is an environment in which they can truly flourish and be happy from every perspective, able to successfully access the academic curriculum and partake in our extensive enrichment programme, including sports and other College events, in a fulfilling capacity. If, despite reasonable adjustments, we feel that a prospective pupil is not going to be able to access the full education offered, or that their health and safety or those of other pupils or staff may be put at risk, we reserve the right to decline a place.

GENERAL INFORMATION:

- The College is cognisant of the Equality Act of 2010 and does not discriminate prejudicially in any way regarding entry;
- Parents need to inform the College if their child has any medical, physical or educational problems PRIOR to entry into the College;
- BOTH parents need to sign the **Final Entry Form** contract, accepting the place and agreeing to the Terms and Conditions and have paid the guarantee fee;
- Bradfield College insists on competence in written and spoken English, appropriate to the year of entry of the candidate;
- A parent who wishes to complain about any part of the admissions process as experienced by their child should consult the Parental Complaints Procedure published under POLICIES on the College website;
- Further details on our admissions procedure can be obtained from our website

Protocol for appointment of Guardians

As stated in the College's Terms and Conditions (paragraph 8g) it is the responsibility of parents resident outside the UK to appoint an Educational Guardian who is able to host the pupil at short notice in case of illness, exclusion or if on a moderated attendance programme.

In exceptional circumstances (eg. HMC European Scholar) the College will appoint the Guardian. In these circumstances, the College will include the Guardian, and Host family where applicable, on the Single Central Register, and will verify the suitability of accommodation and monitor the care of pupils.

If a Guardianship Agency is used, the College will verify that these checks have been conducted and that monitoring is taking place, via a Memorandum of understanding.

For further information on scholarships, bursaries and applications forms please visit the Admissions website:

[Admissions - Bradfield College](#)

For all other enquiries please use the contact details below:

Admissions Office: Tel: 0118 964 4516 admissions@bradfieldcollege.org.uk