

## Admissions Policy and Procedure

**This policy should be read in conjunction with the following policies:**

- **Disability Access Plan**
- **Academic Support Policy**
- **Assessment Policy**
- **Equal Opportunities Policy**
- **Safeguarding Policy**
- **Disabled Pupils Policy**

Bedford Modern School (BMS) is a co-educational, academically selective, independent school for students aged 7 – 18. The School offers a broad, balanced and innovative curriculum which challenges all students at an appropriate level.

BMS aims to identify and admit those students who show potential and ability and who will benefit from an academic education and contribute to, and benefit from, the ethos and activities of the whole School. We seek to promote accessibility, regardless of background, and provide a range of means-tested bursaries. The School will comply with its obligations under the Equality Act 2010 and the Children's and Families Act 2014. The School is strongly committed to promoting equal opportunities for all, with regard to the nine Protected Characteristics<sup>1</sup>. Bedford Modern School is enriched by its diversity of students. We provide a School community that prepares our students for the modern world.

We welcome students who require academic support provided that the special educational needs or disabilities of the student can be managed within the School's provision. Reasonable adjustments will be made available in the entrance assessment if supported by an appropriately qualified assessor's report or equivalent independent medical report. The School may also seek, from a candidate's current school, details of normal working provision and practices for the student\*.

\*Parents must inform the School of any special educational need provision at the point of registration so that the School is able to make suitable arrangements to support the candidate during the admissions process. In the event of any change of circumstance regarding special educational need between registration and admission, parents must inform the School. The School reserves the right to withdraw an offer should such details be omitted on the registration form.

Acceptance of registration and admission to BMS is determined by the Headmaster and is subject to the Terms and Conditions that apply and amendments will be made to these periodically. Updated Terms and Conditions are held on the school website ([www.bedmod.co.uk](http://www.bedmod.co.uk)).

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<sup>1</sup> age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

## **Points of Entry**

Bedford Modern School's main points of entry are Years 3, 5, 7, 9 and 12; however, if places are available we will consider entry at all years with the exception of Years 11 and 13.

## **Registration**

Registration requires the completion and signing of a registration form, submission of a birth certificate and the payment of the £100.00 registration fee. Payment of the registration fee does not guarantee that the prospective student will sit the entrance assessment or admission to the School, both of which are at the Headmaster's discretion, nor does it in any way bind parents. However the registration fee is non-refundable except in those cases where the Headmaster has not permitted a student to sit the assessment.

The deadline date for registration is published on the school's website and in the current year's application pack. Normally the registration deadline is in early December. A late registration will be considered only if there are places available in the requested year group.

## **Bursaries**

All families are able to apply for a means-tested bursary from Year 7. Indication of interest should be made on the registration form. Information and further details of individual bursaries are available on the School's website and in the admissions documentation. On receipt of the completed registration form further details will be provided regarding the online Bursary application form. Financial eligibility for an award is calculated on the information supplied. The completion of an additional form is required when applying for Sport, Drama, ADIT or Music bursaries which should be returned to the School. For these subject-specific bursaries, applicants may also be invited for an interview or assessment in addition to the entrance assessment.

The allocation of an award is decided by the Headmaster and the Trustees of the Harpur Trust based on a student's eligibility, his or her success in the assessments and on other reports. The decisions made are final. Bursaries are not available for late entrants.

## **Assessments**

### **Years 3 – 6 (Junior School)**

Junior School assessments consist of computerised tests in English, Mathematics and Developed Ability. This part of the procedure takes place on a week day during the beginning of the Spring Term. A written assessment in creative writing and a reading assessment with a member of staff are conducted on a Saturday in January. Each candidate will also be observed in a range of activities designed to provide the school with an all-round impression of his or her abilities. Both parts of the entrance assessment are compulsory.

### **Years 7, 8, 9 and 10 (Senior School)**

All candidates will come to the School on a Saturday in January to take part in a series of assessments. Depending on the year group, this will involve a curriculum-based activity in which they will be assessed on their behaviour, ability and social skills and computerised tests in English, Mathematics and non-verbal reasoning. Candidates will also be required to produce a piece of creative writing and sit a written mathematics paper. Individual

interviews and oral examinations will also take place during the day. Applicants for entry into Year 10 will also have a science interview.

It is occasionally necessary to call back a candidate for a further interview in order to re-assess an element of the admissions procedure. This would normally take place up to a fortnight after the written assessments.

### Year 12 (Sixth Form)

All Sixth Form candidates will come to the School on a Saturday in January to take part in a pastoral and academic interview. Those attending must supply a piece of written work in advance and have a written statement of predicted grades from their current school.

All subsequent offers will require an ALIS score of at least 6.0 and grade 6 or above in subjects that students would like to study. The scores are added together and the total is divided by the number of examinations taken. This calculation should be based on at least nine subjects.

<b>9-1 GCSE</b>	<b>9</b>	<b>8</b>	<b>7</b>	<b>6</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
ALIS Point score	9	8	7	6	5	4	3	2	1

Please see below:

<b>Subject</b>	<b>Grade/Number</b>	<b>Score</b>
English Language	6	6
Mathematics	7	7
Physics	9	9
Chemistry	8	8
Biology	6	6
Art	7	7
Geography	7	7
French	6	6
DT	5	5
<b>Total</b>	<b>9</b>	<b>61</b>

61 divided by 9 = 6.7

**ALIS Score is 6.7**

### Decision Procedure

#### Years 3 – 6 (Junior School)

All elements of the assessment procedure are looked at as a whole together with a reference from the individual's current school. The computerised assessment must show academic achievement consistent with the level expected of a Bedford Modern School

student. Assessments, written and observed, are then collated and recommendations are made by the Head of the Junior School.

In the unlikely event that a decision is not straightforward the candidate will be invited back to the School to undergo further assessments.

### **Years 7 – 10 (Senior School)**

All elements of the assessments are considered as a whole together with a reference from the individual's current school. Decisions are then made by the Headmaster and the Admissions Committee based on a candidate's academic and all-round performance and potential.

In the unlikely event that a decision is not straightforward the candidate may be invited back to the School to undergo a further interview with a senior member of staff or resit an element of the assessment.

### **Year 12 (Sixth Form)**

The decision whether or not to offer a place at Bedford Modern Sixth Form is based on the results of the pastoral and academic interview, the predicted ALIS score of the potential student and a reference from the individual's current school. The Sixth Form Admissions Committee will present their recommendations to the Headmaster who will then make conditional offers subject to satisfactory GCSE results. This includes a grade 6 or above in the subjects to be taken at A level and a minimum of grade 4 in Mathematics and either English Language or English Literature. Students will also need an ALIS score of 6.0 or above.

### **Offers of Places**

Offer letters will be posted in mid-February and the deadline date for accepting or declining a place is in early March; both dates are published well in advance. No offers will be made before the published date and acceptances received after the deadline may not be considered.

Offer packs are sent out with all offers of places for all year groups.

Details of success or failure at assessments are available from the School although individual examination marks are not disclosed. All offer decisions are final.

### **Late Entry**

Registrations will be taken after the registration date if there are places available. A late assessment day will be arranged when the assessments outlined above will take place. Occasionally, assessments will be taken individually.

### **Waiting Lists**

There may be occasions when a waiting list for candidates may be necessary. A candidate's position on the waiting list will be based on the results from all elements of their assessment.

## **Acceptance Procedure**

In order to accept a place at Bedford Modern School all admissions documentation contained within the offer pack must be completed and returned to the School with a deposit cheque for £500, made payable to the Harpur Trust, and a copy of the student's birth certificate if not previously submitted. Acceptance of offers can only be made through the post or by hand. We are unable to accept a verbal or email acceptance of an offer. Please note that a legally binding contract based on the terms of the offer letter, the acceptance form, the fees list and the *Terms and Conditions* will be formed when the acceptance form, duly completed, together with the payment of the deposit is received.

## **Declining an Offer**

Families who decline the offer of a place at Bedford Modern School are asked to return the appropriate form and state the reason for their decision. This helps us to develop the School and assists in the planning of our admissions procedures for future years.

**Ms. J Ridge**  
**Director of External Relations**

**Mr. M Price**  
**Deputy Head (Academic and Innovation)**

**Mrs. K Harpin**  
**Director of Studies (Junior School)**

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**Review Date October 2020**