Admissions Policy and Procedure

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

- Academic Support Policy
- Assessment Policy
- Disability Access Plan
- Equal Opportunities Policy
- Safeguarding and Child Protection 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[1]. 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 Head 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).

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 an online registration form, submission of a birth certificate and the payment of the £150.00 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 Head's discretion, nor

[1] age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

does it in any way bind parents. However, the registration fee is non-refundable except in those cases where the Head has not permitted a student to sit the assessment.

The deadline date for registration is published on the school's website. 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 bursaries are available on the School's website. 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. Those applying for a bursary for Year 12 will need to sit a computerised assessment. 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 Head and representatives of the School Governing Body and the Harpur Trust based on a student's eligibility, their success in the assessments and on other reports. The decisions made are final.

Assessments

Years 3 – 6 (Junior School)

Junior School assessments consist of computerised tests, focussing, in the main, on English and Mathematics. The children are also expected to read with a member of staff and produce a piece of creative writing. This takes place during the beginning of the Spring Term in January. All parts of the entrance assessment are compulsory.

Pilgrims School have a Pilgrims Priority Pathway which has slightly different times and dates. However, all assessment protocols are the same.

Years 7 -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 a mixture of computerised and handwritten assessments in English, Mathematics and non-verbal reasoning. Individual interviews and a reading exercise will also take place during the day.

It is occasionally necessary to call back a candidate for a further visit in order to re-assess an element of the admissions procedure. This would normally take place up to a fortnight after their initial 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 applying for a bursary will need to sit a computerised assessment. Those attending must have a written statement of predicted grades from their current school.

All subsequent offers will require a predicted average GCSE grade score of at least 6.0 and grade 6 or above in subjects that students would like to study. For some subjects (maths for example) a grade higher than 6 is required. 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.

Please see below:

Subject	Grade/Number	Score
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
Total	**9**	**61**

61 divided by 9 = 6.7

Average GCSE Grade 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 – 9 (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 Head 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 GCSE grade score of the potential student and a reference from the individual's current school. For those applying for a bursary the results of the computerised assessment will also be taken into account. The Sixth Form Admissions Committee will present their recommendations to the Head 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 (for some subjects a grade higher than 6 is required) and a minimum of grade 4 in Mathematics and English Language . Students will also need an average GCSE grade score of 6.0 or above.

Offers of Places

Offer letters will be sent 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.

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 may be considered after the registration date, provided there are places available. If required a late assessment day will be arranged after the assessments outlined above have taken 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 must be completed and returned to the School, a deposit of £500 (£3,500 for International Students) paid to the Harpur Trust, and a copy of the student's birth certificate submitted if not done so previously. Acceptance of offers can only be made through the post, by hand or via digitally completed (or scanned) paperwork. We are unable to accept a verbal or simple 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 encouraged to 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.

Mrs L Whitcombe
Director of Admissions, Marketing & Communications

Mr Hewlett
Deputy Head Academic (Senior School)

Mrs K Harpin
Deputy Head Academic (Junior School)

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