

# ADMISSIONS AND EQUAL OPPORTUNITIES POLICY

**THIS POLICY APPLIES TO ALL PUPILS IN THE SCHOOL, INCLUDING THOSE IN THE EYFS.**



**REVIEWED: September 2025**

**MRS J HOEY (ADMISSIONS OFFICER)  
MISS C BURNHAM (HEADMISTRESS)  
BPS MANAGEMENT BOARD**

*The Belvedere Preparatory School is an independent, co-educational, multi-faith school. It welcomes applications from boys and girls from all social or cultural backgrounds, who will benefit from an academic education and who will contribute fully and enthusiastically to the ethos and wider life of the school. All applications for places at The Belvedere Preparatory School will be treated fairly. We do not discriminate against any prospective pupil.*

## **CONTENTS**

Admissions and Entry Procedure – The Belvedere Preparatory School .....	3
Equal Opportunities .....	3
Special Education Needs and Disability (SEND) .....	3

## **ADMISSIONS AND ENTRY PROCEDURE – THE BELVEDERE PREPARATORY SCHOOL**

The Belvedere Preparatory School and its EYFS setting is a community which recognises each individual's needs, and is an environment in which the talents and abilities of both children and adults are encouraged. The care for each child is central to the school's aims and provision and as a caring and welcoming community. Our curriculum and pastoral approach fosters the individual's sense of identity and awareness, alongside the important role they play as part of the community. This recognition and appreciation of individuality is central to the school's ethos and is reflected in the procedures through which we welcome, admit and induct children and their families into our community.

The purpose of this policy is to enable the school to welcome, identify and admit children who will benefit from the education offered at The Belvedere Preparatory School and who will contribute to and benefit from the ethos and activities of our school community. We will only admit a child and their family who meet these criteria.

## **EQUAL OPPORTUNITIES**

We welcome children from many different ethnic and racial groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our school community, and the rights and freedoms of others. The School is committed to being an Equal Opportunities Education provider and is committed to equality of opportunity for all members of the school community. The school recognises and accepts its responsibilities under the law, in line with the 1976 Race Relations Act and in line with the Equality Act 2010; all candidates for admission will be treated equally, irrespective of their, or their parents' age, gender, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race or ethnicity, language, religion or belief, national or social origin, sexual orientation, property, birth or other status. We expect all of our pupils to attend all assemblies, performances and outings, and to take full part in all SMSC/PSCHE/British Values lessons.

## **SPECIAL EDUCATION NEEDS AND DISABILITY (SEND)**

The School currently has limited facilities for SEND pupils but will do all that is reasonable to comply with its legal and moral responsibilities, under equality legislation, in order to accommodate the needs of SEND applicants for which, with reasonable adjustments, the School can cater adequately.

The physical layout of the site and buildings may restrict the movement of individuals with particular difficulties with mobility. The school has a three year plan in compliance with the Special Educational Needs and Disability Act.

The school defines a reasonable adjustment as one which can reasonably be undertaken within the normal staffing, facilities and resources of the school. Where the school needs to draw on additional expertise or resources, the cost will be passed on to parents. The School needs to be aware of any known SEND which may affect a child's ability to participate in the admissions procedure and take full advantage of the education provided at the School.

Parents of a child who has any SEND should provide the School with full details prior to the admissions procedure, at registration, or subsequently before accepting the offer of a place. The School needs this information so that, in the case of any child with particular needs, the School can assess those needs and consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the child, and the School can cater adequately for the child's needs, should an offer of a place be made.

The School will do all that is reasonable to ensure that the information and application procedure is accessible for SEND candidates and will make such reasonable adjustments as necessary. For example, the School may be able to provide an examination paper in large font for a visually impaired pupil. Similarly, if SEND become apparent after admission, the School will consult with parents about reasonable adjustments that may allow the child to continue at the School.

Where specific needs are identified and can be met with 'reasonable adjustment' by the school, there will be no additional costs for support. Where it is deemed most appropriate for there to be intervention from an outside resource, the cost for these services will be the responsibility of the parent.

## **JOINING THE BELVEDERE PREPARATORY SCHOOL**

**APPLICATION (including waiting lists):** To apply for a place, please complete and sign the Registration of Interest Form. The Registration of Interest Form must be signed by parent/s and then returned to The Belvedere Preparatory School. On receipt of the Registration of Interest Form for your child, you will then be contacted by the Admissions Officer.

If a place is not available, please complete and sign the Registration of Interest Form and return it to Belvedere Prep. The Registration Form must be signed by both parents. On receipt of the Registration Form your child's name will be placed on a waiting list for their age group. They will remain on this waiting list as the age group moves through the school, unless the School is otherwise informed.

Usually positions on the list are allocated on a first come first served basis, subject to the following criteria being given precedence.

- A child with an existing sibling within the school wishes to join

**SCHOOL VISITS:** Parents may view the school during Open Days or on a booked tour with the Headmistress, which take place on a regular basis. Prior to admission, children joining the Nursery will spend a session in the setting, while older children will spend a full Assessment Day at Belvedere Prep. These may take place virtually in adherence to government guidance on coronavirus and educational settings.

**ASSESSMENT:** If you are applying for a place other than Nursery or Reception, your child will undergo an assessment at the school. This involves:

- an informal academic assessment
- a general interview to explore the candidate's interests, attitude to school, personal qualities, ability to contribute to the school community, support available at home and any relevant connection with the school.

The school will also require your child's last school report or Early Years Profile information, and a reference form will be sent to your child's existing school requesting further information on your child's academic and social progress.

**PUPILS APPLYING FROM ABROAD:** Individual arrangements will be made for families applying to join the school from abroad.

**SIBLING POLICY:** The school offers siblings priority for entry to the school, but the onus is with parents to inform the school of any siblings they may wish to be considered for entry.

**DISCLOSURES:** Parents must, as soon as possible, disclose any known or suspected circumstances relating to their child's health, allergies, disabilities or learning difficulties.

The maximum class size within the school is usually 24.

**OFFER AND ACCEPTANCE:** If the school offers your child a place, a Confirmation Letter along with an Acceptance Form will be sent to you. To accept the offered place a completed Acceptance Form, signed by parent/s, along with a copy of your child's birth certificate should be given to the School Office. A deposit is also required to secure the place; details of the deposit are outlined within the offer letter.

**DEPOSIT AND CANCELLATION:** Please refer to the School's Terms and Conditions for information as to how the Deposit will be held and in what circumstances it will be refunded. Further information is also provided in the Terms and Conditions about cancellation of a place that has been accepted.

**EXCLUSION:** In registering your child for a place at the school you are agreeing to abide by the school's regulations and policies and to ensure, in so far as is reasonably practicable, that if your child is offered a place at the school they will be both diligent in their studies, and responsible in their attitude and behaviour. Should this become a problem we will make every effort to counsel your child and yourselves and encourage them to modify their behaviour. However, you must accept that it may become necessary for your child's place at the school to be withdrawn and for them to be educated at a school which is more appropriate to their needs. The Headmistress's decision in this matter will be final. See the School's Exclusions Policy.

**SCHOOL'S TERMS AND CONDITIONS:** This Admission Policy must be read in conjunction with the School's Terms and Conditions, by which all parents and pupils must abide in relation to treatment of staff and pupils at the school.

## SUMMARY

### ENTRY POINTS

Our main intake is in September at 3+ and at 4+. There will usually be a maximum of 24 places for each year group (26 in Nursery).

A small number of places in Nursery shall be reserved until the beginning of the Spring Term.

Places may occasionally be available at non-standard entry points.

Admissions during the course of the academic year are by arrangement with the Headmistress.

### HOW TO APPLY

Entry to The Belvedere Preparatory School is by formal assessment (Y1 – Y6). Offers of places are then based on a discussion with parents as to how the school can meet their child's needs.

You may register your child for entry at any time during the academic school year.

We have a large demand for our Nursery and priority places are allocated to those wishing to make a commitment to continuing their education in the Prep School.

We accept pupils for direct entry into our Reception class in order of application.

If you are interested in applying for a place please complete the online Enquiry Form ([www.belvedereprep.com](http://www.belvedereprep.com)) and submit the completed form to The Belvedere Preparatory School. No fee is required at this stage.

Alternatively, please contact Mrs J Hoey (Head's PA) on 0151 471 1137 or email: [j.hoey@belvedereprep.com](mailto:j.hoey@belvedereprep.com) to request a Prospectus, Registration of Interest Form, to find out about the availability of places and/or to organise a school tour.

### ADMISSIONS PROCEDURE

Parents expressing an interest in the school are asked to complete and return our **Registration of Interest Form**. This may be completed at any time prior to entry.

Once we have received your **Registration of Interest Form** we will contact you to book a suitable time for you to tour Belvedere Prep. These may take place virtually in adherence to government guidance on coronavirus and educational settings. There is no formal assessment of your child at this stage.

The **Application Form** (for which there is a £50 Application Fee) is not a guarantee of a place and we will advise you of the availability of places before you complete this form. However, this form does enable you to be placed on a waiting list (where one exists).

Once you have applied for a place we will ask your child to come for a school visit. Visits will take place in accordance with government guidance regarding coronavirus (COVID-19) and pupil groupings. This is prior to any formal offer of a place. For children in Year 1 and above this visit is usually for a full day and there is an element of formal assessment. For younger children (Nursery and Reception) this visit would typically be approximately one hour, spent in the classroom environment.

Based on the information we have gathered about your child (which would include his/her visit and the child's previous school reports and a reference from your child's existing school requesting further information on your child's

academic and social progress), we then discuss with you how we feel your child would be able to have his or her skills and talents developed at The Belvedere Preparatory School.

After this discussion and subject to available places, you will receive an **Offer of a Place** with a start date indicated. You are required to complete the **Acceptance Form**, accept our **Terms and Conditions** and pay a **deposit** (details of the deposit are outlined within the offer letter). We require this offer to be accepted within 14 days or the place may be automatically offered to another child.

The deposit will not be refunded if your child does not complete Year 6.

No interest will be paid on the deposit

The deposit will be held whilst your child remains at the school and will be refunded once all financial and any other obligations to the school have been met.

Once we have received your confirmation we provide you with all our necessary Consent Forms, uniform lists and any class information. Furthermore, you will have the opportunity to meet your child's teacher and discuss your child's transition to The Belvedere Preparatory School.

## **OFFER A PLACE**

An acceptance of an offer of a place is subject to the family accepting the School's Terms and Conditions and providing a signed direct debit mandate form.

## **RESPONSIBILITY FOR ADMISSIONS**

The Headmistress and Admissions Manager is responsible for admissions and the operation of this policy.

The selection criteria and interview procedures are regularly reviewed.

The Belvedere Management Board regularly review the admissions statistics.

## **PRECONDITIONS FOR THE OFFER OF A PLACE**

The applicant is of the appropriate age and sufficient maturity.

The child has visited the school and completed the relevant entry assessments (if any) for his/her age group.

The applicant's learning difficulties and other special needs (if any) can, in the opinion of the Headmistress, be managed within the School's normal provision after consideration has been given to the adjustments necessary to enable access to the curriculum and whether any such adjustments are reasonable.

## **FEE REMISSIONS AND DISCOUNTS**

The School does not normally offer any discount or fee remission other than the published sibling discount.

Any outstanding balances or previous arrears to either The Belvedere Preparatory School must have been paid in full before a second or subsequent family member can be admitted to the School. This also applies to any re-admissions.

## **APPEALS PROCESS**

Parents wishing to appeal a decision should write to the Headmistress (Miss C Burnham). The School will respond to any appeal within two weeks of receipt.