



## **Belmont Preparatory School Admissions Policy**

### **1 General**

- 1.1 Belmont is a co-educational independent school for pupils from ages 2 to 13. The School has 200 pupils, some of whom are weekly or flexible boarders. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable.
- 1.2 We very much hope that you and your child will visit Belmont. A number of Open Mornings are held throughout the year, which give a general introduction to the School. Details of these are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact the School's Registrar on 01306 730852 or email [admissions@belmont-school.org](mailto:admissions@belmont-school.org) to arrange a visit.

### **2 The Entry Procedure**

- 2.1 Belmont is a selective school that accepts a broad academic range on entry. Selection is based upon references from the candidate's previous school and our selection process, including academic screening, is designed to enable every child to feel comfortable and to perform as well as possible. We seek to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the School.
- 2.2 The usual points of entry are at during the Early Years (age 2 to 5), at Year 3 (age 7) and at Year 7 (age 11). We admit up to 20 pupils per year group during the Early Years, and no more than 32 pupils per year group in Years 1 to 8. The School may have occasional places at times, please contact the Registrar for details.
- 2.3 Applicants for admission should register by 1<sup>st</sup> January of the year preceeding the desired year of admission. The School's Registration Form is available on the School's website and from the Registrar. After 1<sup>st</sup> January, please contact the Registrar to find out about occasional places.

### **3 Equal Treatment**

- 3.1 Belmont's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Generous bursaries are offered in order to make it possible for as many as possible who meet the School's admission criteria to attend the School.
- 3.2 Belmont is committed to equal treatment for all, regardless of a candidate's gender race, ethnicity, religion, disability, sexual orientation or social background. The School's provision for bursaries is described in paragraph 8.

### **4 Special Needs**

- 4.1 Belmont does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, providing we can offer them any support that they require and cater for any additional needs, and that our site can accommodate them.

- 4.2 We strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with the School before they sit the entrance exam so that we can make adequate provision for them. Parents should provide a copy of an educational psychologist's report or a medical report if they have one.
- 4.3 The School will discuss thoroughly with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if they become a pupil at the School.

## **5 The Assessment Process**

- 5.1 The aim of the process is to identify potential. Belmont is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The School has strong traditions in sport, music, drama, art, public speaking, community activities and charity work. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.
- 5.2 No specific preparation for the entrance tests is needed. All candidates start on an equal footing, with identical opportunities to display their academic aptitude and personal skills.
- 5.3 We do not assess candidates for entry who are below the age of 5. In Early Years, children will be invited to two settling sessions prior to entry, in Reception class for a morning session with their cohort of pupils, and in Years 1 and 2, for a full day with their cohort of pupils. All other candidates for entry (below 13+) are academically screened in Verbal and Non-Verbal reasoning and are observed working in class alongside their peer group.
- 5.4 Assessment days take place throughout the year in small groups, usually on Tuesdays and Fridays, and the Registrar will inform families of the most appropriate day to attend. Results of an assessment day are sent to families within two weeks of the assessment day together with the closing date for acceptances. We will offer places to candidates from our waiting list after the closing date for acceptances.

## **6 Sibling Policy**

- 6.1 Most siblings join us at Belmont. However, admission is not automatic and there may be occasions where the School judges that a sibling is likely to thrive better in a different academic environment.

## **7 Scholarships**

- 7.1 We believe that children of prep school age develop at different stages and have a wide range of skills and abilities across a broad spectrum. For this reason we seek to offer as many bursaries as possible and do not offer scholarships for specific skills such as academic, artistic, musical or sporting performance.

## **8 Bursaries**

- 8.1 Belmont's bursary programme is generous and is designed to enable access to a Belmont education for as many as possible of those who meet Belmont's entry criteria. The School offers means-tested awards annually to entrants from Year 3 upwards, where the parents have indicated on the Registration Form that they require financial support.

- 8.2 An independent company is employed to handle all bursary applications objectively, including a home visit. Bursaries are means-tested in accordance with the criteria published on the School's website. Both parents are required to provide proof of their income and assets. The level of support varies according to parental need but can extend to full fee remission in cases of proven need.
- 8.2 Bursaries are always offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the School. Levels of support may vary with fluctuations in income or wealth. Bursaries are only offered to families who are resident in the UK.
- 8.3 The School's practice is to allocate available resources where there is greatest need. This may be to new applicants or to support an existing pupil. The School's expectation is that parents who do not choose to apply for a bursary at the time that their child is being assessed will not require financial support throughout the time that their child attends the School, except in wholly unforeseen circumstances of hardship.
- 8.4 Our Bursary Policy can be viewed on our website or can be obtained from the Registrar.
- 8.5 A bursary may be withdrawn in accordance with the terms upon which such award is made or in accordance with the School's Terms and Conditions.

## **9 Overseas Applicants**

- 9.1 We welcome overseas pupils who can study at Belmont as a weekly boarder, provided that they have a relative or responsible adult living in the UK with whom they can stay for the weekends. More details of which are contained in the School's Terms and Conditions. However, parents of overseas pupils should appreciate that we do not run a short-term study programme and the School expects overseas pupils to finish a complete course of study, such as Years 3 to 6 / 8.

## **10 Fluency in English**

- 10.1 In order to cope with the academic and social demands of Belmont, pupils must be fluent English speakers. Tuition in English as an Additional Language (EAL) can be arranged at the parent's expense.

## **11 Religious Beliefs**

- 11.1 Belmont welcomes applications from prospective pupils of all faiths and of no faith.
- 11.2 Although Belmont has Christian roots, the School does not select for entry on the basis of religious belief, and it offers the opportunity for children of all religions to practise their own faiths. However, parents should be aware that there is compulsory morning assembly and that all pupils are expected to attend Religious Studies lessons.

## **12 School's Terms & Conditions**

- 12.1 Copies of the School's Terms and Conditions will be made available to parents as part of the admissions process (currently with the Acceptance Forms).

## 13 Complaints

13.1 The School hopes that parents and pupils do not have any complaints about the School's admissions process but copies of the School's Complaints Procedure are available on our website and can be sent to parents on request.

Author: Mrs Helen Skrine, Headmistress  
Date: September 2018 (interim)  
Approved by: Education Committee  
Date: 5 October 2017  
Approved by: Legal & Compliance Committee  
Date: 18 October 2017  
Review due: Michaelmas Term 2020