



North Bridge House

Senior School

Legal Status:

- Complies with Part 6, Paragraph 24 (3)(a) of The Education (Independent School Standards) (England) (Amendment) Regulations 2013.

Applies to:

- the whole school along with all activities provided by the school, including those outside of the normal school hours;
- All staff (teaching and non-teaching), the directors and volunteers working in the school.

Related Documents:

- Equality and Diversity Policy
- Special Educational Needs and Disability Act (SENDA)
- Attendance Policy
- Inclusion Policy

Availability: This policy is made available to parents, staff and students in the following ways: via the School website, in the staff shared drive, and on request a copy may be obtained from the School

- This policy will be subject to continuous monitoring, refinement and audit by the Head Teacher
- The Proprietor will undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require

General Statement

North Bridge House Senior School welcomes applications from pupils who will demonstrate a commitment to the learning process and will be able to access the curriculum to attain the best possible GCSE results according to their individual ability. Prospective pupils will be assessed on their academic potential and are expected to demonstrate a sound attitude to learning and a keen enquiring mind. Pupils of all abilities will be considered.

ENTRY AT YEAR 7

At eleven years of age, there is a three form entry into North Bridge House Senior School. Applicants should have reached the age of eleven before 1 September in the year of entry.

North Bridge House Senior School expects that prospective pupils should demonstrate, as far as can be determined from entrance procedures, potential to achieve at least 8 - 9 good GCSE passes, graded at A* - C.

The pupil should have a satisfactory behaviour record from his or her current school as well as a suitable reference (requested by NBH) from the Headteacher. Consideration will be given to the most recent school reports. If appropriate, further information may be sought through additional communication with the Headteacher or SLT at the candidate's current school.

The pupil should present themselves positively and engagingly at interview, and the ability to interact socially in a productive and respectful manner.

ENTRY AT YEARS 8, 9, 10

There are a number of places available for entry at Years 8, 9 and 10. The same assessment procedure and criteria are applicable.

SIBLINGS

Priority will be given to siblings but they will still be expected to meet the standard assessment criteria.

SENIOR SCHOOL ASSESSMENT PROCESS

There are regular opportunities for parents and prospective pupils to view the school at a range of Open Events during the year. The dates and times of these are published on our website. Bookings can be made by telephone or online.

Registration Forms are available to download from our website or alternatively, can be requested in hard-copy from the Admissions Team. A non-refundable Registration Fee is then payable.

The deadline for Registration for Year 7 September entry is in December (the Admissions Team will confirm the exact date).

All registered candidates will be invited to attend an Assessment Day in January of the year of entry. There are a number of alternative dates and these will be published in the Autumn Term of the previous year.

The Assessment Day will comprise:

- Group interview with Headteacher or Deputy Head - 30 minutes
- Maths assessment - 45 minutes
- English assessment - 45 minutes

For further details on the assessment papers, and for sample questions, please contact the Admissions Team.

REFERENCES

North Bridge House aims to educate students who have a commitment to their work and will benefit from the structures operating at the school. For the benefit of all students at North Bridge House, those who have a poor attendance, behaviour or motivation record will not be considered for a place. A reference for each student seeking admission will be sought from the current school. This will be in the format of a questionnaire that will be simple for the school to complete but will give specific information enabling North Bridge House to make judgements. We are mindful that some parents will not wish us to formally contact their child's school at an early stage and therefore, as an alternative to the reference request, the latest copy of the child's written report will be acceptable.

PREVIOUS ACHIEVEMENT

The previous overall achievement of each student will be taken into consideration. Educational attainment data will be reviewed and parents are asked to fill in the application form with details of school activities, hobbies, sports clubs and achievements etc.

INTERVIEW

We know that some students at a very young age do not necessarily shine in written examinations and therefore we place great emphasis on the personal interview. Each applicant will be invited into North Bridge House for a meeting with one of our senior staff. This will be an opportunity for students to share their strengths whilst undertaking some practical tasks. It is important for all candidates to perform well in the interview process as we consider it of equal importance to the written papers.

STUDENTS WITH A STATEMENT OF SPECIAL EDUCATIONAL NEEDS

North Bridge House recognises that some students have special educational needs whether that is because they require specific support related to learning difficulties or whether they are gifted. The school has the structure through small class sizes and additional support to work with students who may have been diagnosed as mildly dyslexic etc. Parents are invited to discuss their individual requirements with the SENCo to ascertain the extent to which the school can meet the individual needs of their child. Where a student who has a Statement of Special Educational Needs is admitted to North Bridge House, we will always consult with parents and, where appropriate, the Local Authority to ensure that the required curriculum is provided for as set out in the Statement, including the full National Curriculum if this is specified. We will also co-operate with the Local Authority to ensure that relevant

reviews, including the annual review, are carried out as required by regulation and best practice. Any additional services that are needed to meet the requirements of the Statement will be charged, either directly to the parents, or the Local Authority if they are responsible for the fees and North Bridge House is named in Part 4 of the Statement. Our school has a policy and procedures for students with Special Educational Needs and Disabilities (SEND)

STUDENTS REQUIRING ENGLISH AS AN ADDITIONAL LANGUAGE

We do not regard students as having a 'learning difficulty' solely because the 'language or medium of communication of the home is different from the language in which he or she is or will be taught' (Education Act 1996, Section 312(1), (2) and (3)). However, students for whom English is an additional language (EAL) will be provided with appropriate support provided they meet the North Bridge House academic criteria. They will be assessed to gauge the support that may be needed in order to ensure equal access to the curriculum along with all other aspects of life at North Bridge House. Our school has a policy for students requiring English as an Additional Language (EAL).

NEXT STEPS

Following the Assessment Day, parents will be contacted with the outcome in early February. Successful candidates will receive a formal Offer Letter, which will include details of the acceptance procedure.

Candidates not receiving a formal Offer Letter may be placed on a waiting list and will be contacted should a place become available.

There will be an event for parents of accepted pupils to discuss the transition from junior to secondary school.

EQUAL OPPORTUNITIES

Each entrant will be assessed on his or her merits according to the criteria outlined above, irrespective of his or her race, creed, and gender. North Bridge House is a co-educational school and this should be reflected as far as is sensible in the gender profile of each year group.

PROPOSED ARRANGEMENT FOR ASSESSMENT DAY

Not more than 20 pupils will be assessed in each session. A dedicated room will be available all day for testing. This room will be a teaching room to allow the children to feel comfortable and to minimise intimidation. They will have a chance to mingle socially over refreshments and interviews will be with members of the SLT in small intimate groupings. Children will be given name badges and are encouraged to share their ideas, personal achievements and views in an open and welcoming environment.

OFFER

On offer of a place, parents will be requested to complete the attached acceptance form, and return it to us with a non-refundable deposit of £2000. In the event of a parent not disclosing the correct or accurate information, we reserve the right to withdraw the offer at any time. Once a place has been accepted, please do be aware that we require 1 full term's notice if you do not intend to take the place. Any withdrawal notices that we receive after this time may incur liability of fees in lieu.

Parents of children who have accepted places will be invited in for tea with the Head Teacher as part of a small group in the Spring Term. This is a wonderful opportunity to speak to the Head Teacher and meet other parents new to the school. Pupils who are offered places will be invited to visit the school in the Summer Term. We will also hold an evening for new parents to discuss the transition from junior school to secondary school.

Signed:



Georgina Masfield, Head Teacher